



**PLANNING COMMISSION
WEDNESDAY, FEBRUARY 14, 2018
6:00 PM**

AGENDA

I. 6:00 PM CALL TO ORDER - ROLL CALL

Jerry Greenfield, Chair Kamran Mesbah
Eric Postma, Vice Chair Phyllis Millan
Ron Heberlein Simon Springall
Peter Hurley

PLEDGE OF ALLEGIANCE

CITIZEN'S INPUT

This is the time that citizens have the opportunity to address the Planning Commission regarding any item that is not already scheduled for a formal Public Hearing tonight. Therefore, if any member of the audience would like to speak about any Work Session item or any other matter of concern, please raise your hand so that we may hear from you now.

ADMINISTRATIVE MATTERS

A. WELCOME NEW PLANNING COMMISSIONER - Ron Heberlein

Documents:

I. A. Welcome New Planning Commissioner.pdf

B. PLANNING COMMISSION CHAIR & VICE CHAIR NOMINATION

Documents:

I. B. Planning Commission Chair - Vice Chair Nomination.pdf

C. CONSIDERATION OF THE MINUTES

Documents:

I. C. Consideration Of The Minutes.pdf

II. 6:20 PM LEGISLATIVE HEARING

A. Water Treatment Plant Master Plan (Kraushaar) (60 Minutes)

Attachment C: Full version of the Water Treatment Plant 2017 Master Plan Update in its entirety can be accessed via the City of Wilsonville's website under the Documents, Reports, Master Plans and Maps section or by requesting a copy from City Hall.

Documents:

II. A. Water Treatment Plant Master Plan.pdf

III. 7:20 PM INFORMATIONAL

III. A. City Of Wilsonville Tree Inventory

Documents:

III. A. City Of Wilsonville Tree Inventory.pdf

III. B. Southbound I-5 Boone Bridge Auxiliary Lane Study

Documents:

III. B. Southbound I-5 Boone Bridge Auxiliary Lane Study.pdf

III. C. City Council Action Minutes (Jan. 4 And Jan. 18, 2018)

Documents:

III. C. City Council Action Minutes (Jan. 4 And Jan. 18, 2018).Pdf

III. D. 2018 Planning Commission Work Program

Documents:

III. D. 2018 Planning Commission Work Program.pdf

IV. 8:00 PM ADJOURNMENT

Time frames for agenda items are not time certain.

Public Testimony

The Commission places great value on testimony from the public. People who want to testify are encouraged to:

- *Provide written summaries of their testimony*
- *Recognize that substance, not length, determines the value of testimony*
- *Endorse rather than repeat testimony of others*

Thank you for taking the time to present your views.

For further information on Agenda items, call Tami Bergeron, Planning Administrative Assistant, at (503) 570-1571 or e-mail her at bergeron@ci.wilsonville.or.us.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting.

The City will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting:

- *Qualified sign language interpreters for persons with speech or hearing impairments
- *Qualified bilingual interpreters.

To obtain services, please call the Planning Administrative Assistant at (503) 682-4960



PLANNING COMMISSION

WEDNESDAY, FEBRUARY 14, 2018

I. ADMINISTRATIVE MATTERS

A. Welcome New Planning Commissioner Ron Heberlein

(placeholder only)



PLANNING COMMISSION

WEDNESDAY, FEBRUARY 14, 2018

I. ADMINISTRATIVE MATTERS

B. Planning Commission Chair & Vice-Chair Nomination

(placeholder only)



PLANNING COMMISSION

WEDNESDAY, FEBRUARY 14, 2018

I. ADMINISTRATIVE MATTERS

C. Consideration of the January 10, 2018 Planning Commission minutes

**PLANNING COMMISSION
WEDNESDAY, JANUARY 10, 2018
6:00 P.M.**

**Wilsonville City Hall
29799 SW Town Center Loop East
Wilsonville, Oregon**

*Minutes to be
approved at the
2/14/2018 PC
Meeting*

Minutes

I. CALL TO ORDER - ROLL CALL

Chair Jerry Greenfield called the meeting to order at 6:02 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Peter Hurley, Simon Springall, Phyllis Millan, and Kamran Mesbah

City Staff: Chris Neamtzu, Amanda Guile-Hinman, Miranda Bateschell, Kimberly Rybold, Jordan Vance, and Steve Adams

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN'S INPUT - This is an opportunity for visitors to address the Planning Commission on items not on the agenda.

Dorothy Van Eggers, Landover Homeowners Association, read her statement into the record, requesting that the minimum requirements for parking in the Development Code be changed. She also read about several incidences identified by herself and Landover residents, John Mohatt and Mark Friedman, which were included in her letter. Her letter and pictures supporting the complaints about parking were submitted for the record.

- She shared that she was married at the Frog Pond Church in 1981 and her passion comes from living in the area and protecting the quality of life she has known for the last 37 years.

Robert Bittle, Wilsonville resident, stated he was speaking to support Ms. Eggers' request. He had purchased a house that Mr. Mohatt previously lived in, where the lack of parking was worse than on the other side of town. Parked cars block his driveway and the fire hydrants. The minimum requirements were not realistic for apartments. He believed most one-bedroom apartments had more than one resident with a car.

Chris Neamtzu, Planning Director, noted the parking standards that were referenced had been revised since the subject property was built in the late 1980s. Staff has spent a lot of time working on the parking issues and the parking program in Landover should resolve the problems. He appreciated the testimony about the parking issues, adding that if the standards were changed now, the changes would not apply to any existing projects causing problems today.

Ms. Von Eggers explained that in developing the parking program, she wanted to start with root cause, which was the lack of parking for Landover residents. The potential for multi-family housing at Frog Pond led her to begin working on this now.

Commissioner Postma asked if enclosed parking garages counted towards the minimum parking requirement.

Mr. Neamtzu explained that for a recent project, a deed restriction required garages to be used for parking, not storage. Construction at the subject site closed about 30 parking spaces, which led to the monetization of

available parking and garages. Multi-family properties usually have carports rather than garages. However, the City had enacted extra steps in the review process that apply when such deed restrictions were proposed. The City had also begun working with property management companies to enforce the deed restrictions, including at the subject property. Twenty-five years ago, parking was counted in garages and no one tracked how that was working. Over time, property management companies have started making that change on the lease documents so new tenants were informed that the garage could not be used for storage and must be used for parking. Given the housing crisis, Staff could consider parking measures as part of future programs.

Chair Greenfield noted the City had given consideration to parking in Frog Pond.

CONSIDERATION OF THE MINUTES

A. Consideration of the December 13, 2017 Planning Commission minutes
The December 13, 2017 Planning Commission minutes were accepted as presented.

II. LEGISLATIVE HEARING

A. Coffee Creek Industrial Form-based Code (Rybold/Vance)

Chair Greenfield read the legislative hearing procedure into the record and opened the public hearing at 6:15 pm.

Commissioner Postma announced a potential conflict of interest, noting that he was affiliated with an organization that was considering a development in Coffee Creek. However, neither he nor his family would experience any financial gain or loss from any action taken by the Commission on this matter.

Chris Neamtzu, Planning Director, briefly introduced the project team. He explained that two different resolutions were presented to the Commission at the dais, and that the Commission would be adopting either Option A or B. The agenda packet contained a letter from a prospective client of the Coffee Creek Industrial Area who was present to offer some input. Staff had not received any additional testimony since the packet was prepared.

Kimberley Rybold, Associate Planner, introduced the Coffee Creek Industrial Form-base Code (FBC), noting the project team would present the background information and goals for the Coffee Creek area, the development of the FBC, adoption options, and the results of community outreach via PowerPoint.

Jordan Vance, Economic Development Manager, stated the City's vision was to transform the Coffee Creek area into a thriving employment district that could host up to 1,800 jobs with a payroll of about \$55 million. He reviewed the background and context of the FBC, which included a timeline of the project's milestones and the outcomes desired from the FBC. His key additional comments were as follows:

- The goal of the FBC was to provide greater developer certainty and to serve as an incentive to provide development and investment in the Coffee Creek area. The code work was funded through the Transportation and Growth Management (TGM) Code Assistance Grant, enabling the City to hire FBC national expert, Marcy McInnelly, Urbsworks.
- The City adopted the Coffee Creek Urban Renewal Area (URA) in 2016 to help finance some of the infrastructure required to make private development feasible in Coffee Creek, estimated to cost more than \$65 million. The City believes these improvements would help unlock development in Coffee Creek.
- Tier 1 industrial lands in the Portland Metro area were scarce, making Coffee Creek a critical project for the region. (Slide 6) The rendering portrayed the vision of a campus-like feel for Coffee Creek with high-quality design and good multi-modal connectivity.
- The FBC was a critical tool that would help Wilsonville achieve a connected, campus-like employment district and also facilitate job creation. Wilsonville had a history of developing industrial areas with high-quality design and most areas that developed over the years had minimal citizen concern.

Marcy McInnelly, described how the FBC was developed with these comments:

- FBC was different from land use code which was illustrated on Slide 9. Conventional zoning was equal parts: land use and administration regulations with very little development standards in terms of the form of the buildings, streets, and paths. Typical zoning codes were much more concentrated on land uses. FBC flipped that relationship. While it still included land use regulations and the same amount of administration, but provided a lot more guidance on the form of the buildings, open spaces, shape of the streets and the way the buildings relate to the streets.
 - Because the FBC development standards were vetted so thoroughly going into the process, greater regulatory certainty was provided which could expedite the project review and permitting process if the administrative procedures could be streamlined as well. For an area like Coffee Creek, that could incentivize and attract development.
 - FBCs were very good at tailoring to specifically implement the community vision. The project team was lucky that Wilsonville already had a strong vision for the Coffee Creek area that had been built into the FBC's standards. The FBC now addressed the public realm, streets, open spaces, and not just the design or façade of the building, which was different from the visioning that was done previously.
- Every FBC had two key components: development standards and a regulating plan.
 - The development standards that apply to Coffee Creek mostly relate to where development sites were located in relation to a street or other type of connection.
 - The regulating plan was similar to a zoning map in that it included more than just the permitted land uses; it also included a combined, holistic attitude toward the shapes of buildings and their relationships to the streets.
- Unique to Wilsonville's FBC was the Pattern Book, a guidelines-based document that provided a fast track for developers and was completely integrated into the City's development ordinance. It went into a lot of detail about all of the same categories that the FBC did, such as how the buildings relate to the street, the character of the street, the frontage of the building, and materials. The FBC was also completely integrated into Wilsonville's Development Ordinance.
- The FBC was organized so developers would be able to use two tracks for project approval.
 - The clear and objective track, which complies with all of the FBC standards, could be used by applicants as a fast track process for certain portions of their development, along with the design guidelines in the Pattern Book. This track would allow projects that comply with all the standards to be approved administratively.
 - The waiver track provided an approval process for projects that did not meet all of the standards. This track would be used if, for example, a developer wanted a different building façade or a different material not permitted by the FBC. The waiver track could be used on a portion of a project or the entire project, in which case, the entire project would be judged as to how it met the design guidelines in the Pattern Book.
- FBCs could easily be customized to the district, the vision, and the emphasis of a particular place. Because having elaborate architectural standards did not receive much support, the emphasis was placed on standards like parking location, building frontage, connection spacing, and building materials.
 - Parking was not prohibited between the building and the street, but was carefully located and treated with landscaping. Parking was somewhat limited in the number of parking spaces that could be located in front of buildings.
 - Building frontage was important to framing the streets and creating a certain environment along the public streets. One important change made over the summer was a reduction to the amount of frontage permitted along larger streets because of the maximum spacing now built in from the Transportation System Plan (TSP). The regulating plan was now aligned much more closely with the TSP.

Ms. Rybold continued the PowerPoint presentation, reviewing the considerations examined this year during the final phase of the project to resolve questions raised during the work sessions held in 2015 after the standards were initially developed and the two options for adoption with the following comments:

- Of key importance was determining whether the FBC could be implemented using an administrative review process by Staff. To determine whether an administrative review would work, the project team looked at certain applications that had to be reviewed by City Council, including annexation requests, Comprehensive Plan Map amendments, and Zone Map amendments, which could not be reviewed administratively. Traffic studies, which were currently required by individual development projects, also had to be considered. Since traffic studies required a large lead-time before Staff could review an application, they considered ways to simplify that process for the Coffee Creek area. Tree removal in the area was another matter Staff considered after questions were raised during work session.
 - With regard to the applications reviewed by City Council, the project team recommended a parallel review process. The traditional approach for annexations, Comprehensive Plan Map and Zone Map amendments was going to the DRB for approval action and then going before City Council. However, the Coffee Creek area was already identified as industrial, so everyone knew the zoning and what would be amended on the Comprehensive Plan Map. The parallel process would allow Staff to simultaneously track zoning changes and Plan Map amendments, shortening the amount time to get the entire land use review package approved. Attachment C in the packet included a small amendment to the Comprehensive Plan language to recognize how this parallel review process would apply in the Coffee Creek area.
 - There had been a lot of support for a district-wide traffic study for the Coffee Creek area. The City would conduct a larger study, allowing individual developers to submit a simplified memorandum on the number of trips generated by the use, rather than conduct a traffic impact analysis. Staff would make some assumptions within the study as to the number of potential trips for the entire area, and tally the total number of trips being generated by each development, similar to what was done in Villebois. The district-wide study would be scoped in 2018.
 - The project team recommended an area-wide tree assessment to identify the locations of trees that need to be protected. Much of the area was open space with some trees scattered throughout, as well as a couple of larger stands of trees. The City could not currently do an in-depth analysis because the properties were privately owned. Therefore, the Type C Tree planning process would still be used as individual sites were analyzed. However, the mapping highlighted areas where potential tree resources were located. Looking at the building envelopes and sites might give Staff some clues to where trees should be preserved.
- Community outreach efforts over the summer and fall included work sessions with the Planning Commission, Development Review Board (DRB), and City Council, as well as an open house. Feedback indicated general support for administrative review and concerns about the lack of a public hearing process.
 - City Council suggested implementing a pilot period for the FBC standards and review process to take stock of how the process was working and to make adjustments as needed. Property owners in Coffee Creek were invited in mid-2017 to an open house held at Republic Services to hear about the FBC project, as well as other infrastructure projects.
- Two adoption options were being recommended because community outreach did not result in a consensus on the desired approach for implementing the FBC.
 - The Administrative Review Option, outlined in Attachment A, would implement the FBC via a Class II review process, wherein the Planning Director would review and approve applications that met all of the clear and objective standards of the FBC. Any applications that requested waivers would proceed on the waiver track to be reviewed by the DRB.
 - The DRB Review Option would utilize the Class III review process where the DRB would review and approve applications that met the clear and objective standards. Applications that requested waivers would be considered on a discretionary basis.
 - The similarities between the two options were described as follows:
 - Both options would utilize the parallel process because it was independent of whether or not the Planning Director or DRB made the decision on applications they would normally review. Annexations, Comprehensive Plan and Zoning Map amendments could go directly to City Council.

Stage 1, Stage 2, Site Design Review, Tree Removal Permits, and Signs would be reviewed by Staff or the DRB.

- Both approval tracks would be preserved, and the process would remain the same for both options; the difference would be who was making the decision on the applications that met the clear and objective standards.
- The standards and approval criteria would remain the same for both options. The intent was that all projects meeting the clear and objective standards would be approved.
- Both options allow the opportunity for public input.
- Key differences between the two options were:
 - The Administrative Review did not include the option for a public hearing with the DRB for any applications that met all of the clear and objective standards. Those applications would be approved by the Planning Director.
 - The public notice period was ten days, which was shorter than the 20- day notice period required for public hearings at DRB. However, the geographical requirements for public notices were the same. So, both options included the opportunity to provide comments, but the manner in which those comments were received was slightly different without the public hearing.
 - Under the Administrative Review Option, the Class 2 Sign Permit Review would be done by Staff instead of the Class 3 Review by the DRB.
 - In both options, the Type C Tree Plan would be used, but the review would be done by the Planning Director in the Administrative Review Option.
- The Pilot Evaluation Period would allow the City to track key data points to determine if adjustments were necessary. The time period would be either three completed development applications or for five years, whichever came first. The metrics tracked would include the number and type of waivers requested, the amount of time between submission of a completed application to approval, the amount and type of testimony received, answers to survey questions about applicants' experience, both with the FBC standards and the process. Staff would also review the constructed urban form as it takes shape to determine if what was being built met the City's expectations.
 - The Pilot Evaluation Period had some differences within the two review options:
 - Under Administrative Review, the pilot period would test both the FBC standards and review process. Key questions to consider would be: Is the Administrative Review process working as intended? Are any adjustments needed to the development standards or review process going forward?
 - Under the DRB Review Option, only the FBC standards would be tested. Key questions to consider would be: Could the Administrative Review be used instead? Were adjustments to the development standards necessary?
- Prior to the meeting packet being published, Staff received citizen comments about a property on Garden Acres Road (Attachment F). Staff held a preapplication meeting with the developer to discuss real life scenarios of how a smaller, warehouse/office combination employment space would work on the site.
 - Comments indicated concerns about connection spacing, driveway widths, parcel frontage along Garden Acres Rd, and the location of parking. Slide 26 depicted examples of the potential project showing how it might fare under both review options.
 - She explained that one reason for the waiver track was because every development would be different. There might be a need to make adjustments here and there, despite Staff's efforts to capture the intended vision of the area. Since initially providing the FBC to the design team, the code had been adjusted with increased connection spacing along Garden Acres Rd. Some of the parcels were narrower than others, so she did not recommend access points every 200 ft on a street that might function like a minor arterial. In the interim, Staff could look at ways to provide fire access through emergency-only access points or right-in/right-out access points. As individual sites developed, it would be difficult to connect the pieces of the roadway network, so flexibility in the spacing standards was necessary.

- Comments also indicated concerns about parcel frontage. It used to be that when considering narrow connection spacing, 50 percent of the frontage had to be the building. Now, with wider connections, it might not be feasible to have a building with 150 ft to 200 ft of frontage; therefore, the minimum was changed to 100 ft of building frontage.
- It was interesting to have a potential application while Staff was working on the FBC. As questions come up, Staff hoped to work on looking at different ways the potential development might fit into the area.

Chair Greenfield:

- Asked what the relationship was between the Pattern Book and the FBC, noting he was not clear about the language.
 - Ms. McInnelly explained the Pattern Book contained design guidelines that a developer could use to meet the spirit of the clear and objective standards in the FBC. The clear and objective standards in the FBC were dimensions that an applicant would either meet or not meet; they were black and white. The design guidelines in the Pattern Book allowed for more flexibility. The Pattern Book offered more inspirational language about how to meet the spirit of what the FBC dimensions were intended to create. The patterns in the Pattern Book use actual site and building designs to show different ways the clear and objective standards could be manifested in a variety of design approaches. Many people might interpret the FBC clear and objective standards to be very rigid, but there were multiple ways to interpret and meet those standards.
- Asked if there were redundancies between the Pattern Book and FBC standards.
 - Ms. McInnelly replied a certain amount of redundancy was intended to provide guidance on how to meet requirements through a variety of interpretations. The design guidelines provided descriptions rather than numbers to show how to meet the requirements. One section of the Pattern Book was intended to illustrate how the FBC standards might look if interpreted in different ways. The illustrations were more of an educational component, rather than a regulatory component.
- Inquired if an application could satisfy the Pattern Book and still require a waiver from the FBC.
 - Ms. McInnelly answered yes, adding that would be an expected option available.
- Confirmed the Pattern Book was an alternative to FBC, rather than an outgrowth from it or support of it.

Commissioner Millan:

- Understood the Master Traffic Study would be done in 2018 and was intended to prevent the City from having to require individual developers to do their own traffic study as long as their project fell within a threshold. She asked if a waiver would need to be reviewed by the DRB if that threshold was not met under the Administrative Review Option.
 - Ms. Rybold explained that likely, the Engineering Division would need to determine if any negative impacts were possible. She was not sure if this was the method being used in Villebois, but if the impact was more significant than anticipated, a DRB review would be recommended.
- Confirmed she wanted to be clear that applications not meeting the traffic threshold would automatically be referred to the DRB for review.

Commissioner Mesbah:

- Asked how the traffic load would be allocated amongst the parcels and if trade would be allowed.
 - Ms. Rybold said the traffic study was still being scoped. With regard to trading, she believed per parcel or per acre averages would be considered. Upper end trip ranges on larger development areas would be used as areas developed, but Staff would need to consider any imbalances or surpluses when tracking the trips. The details regarding how any trading would work needed to be fleshed out as the study was scoped.
- Did not believe Villebois should not be compared with Coffee Creek because residential averages differed greatly from industrial averages. Office buildings would eat up much of the traffic allowances, but industrial productions would not produce much traffic.

- Confirmed Staff would keep track of traffic impacts as the area developed and allocate traffic allowances appropriately, rather than giving each land owner a specific traffic count to work with. If a developer had more use, they could work with their neighbor to use their surplus.
 - Ms. Rybold added developers would work within a range that took into account that some traffic impacts would be higher, while others would be lower. As the area built out, adjustments might be necessary.

Commissioner Postma:

- Noted on Pages 135 and 139 of 231 of the Staff report under the Administrative Review Option, it stated that the Planning Director could require a DRB review if he anticipated that Zone Map amendments would be questioned by individuals other than the applicant. He understood this option was not available in the DRB Review Option.
 - Ms. Rybold clarified that recommendation was included in both options. Currently, the Code provided provisions for Class II reviews that allowed Staff to refer an application to the DRB if something was anticipated to be controversial, or there was a lot of public input, for example. If Staff believed there was some reason a project should be reviewed by the DRB instead of being pushed directly to City Council, this provision provided that latitude.
- Stated he was troubled by such a subjective standard because it did not provide any predictability for the applicants. He did not have a solution, but had hoped the FBC would consistently incentivize the applicant to head off any concerns themselves as opposed to receiving a number of comments and complaints. Perhaps, the recommended language achieved that; however, the Code language did not clearly indicate when a DRB review would be triggered if there were concerns.
 - Ms. Rybold stated this provision provided an additional review opportunity just in case Staff needed it. She asked how frequently Staff had recommended a DRB review under the Class II provisions.
 - Mr. Neamtzu replied he had not referred any applications to the DRB in the eight years he had worked as Planning Director. He would have to research whether any prior applications had been referred to the DRB by a prior Planning Director.
 - Chair Greenfield recalled as a DRB member, that he had the opportunity to call up a Class II application.
 - Mr. Neamtzu confirmed every action rendered by the Planning Director could be called up by the DRB, and then subsequently by City Council, and Council had called up a few applications. When the DRB called up an application, Staff was able to work through the issues by providing information to the board members who had questions. City Council liked the call-up provision because it was a powerful tool. City Council could call up an application and remand it back to the DRB for more work.
 - He described a situation that occurred in December 2017 where an applicant mistakenly failed to appear at the public hearing and the DRB denied the application. Since the applicant did not receive due process, the City Council called up the application and immediately remanded it back to the DRB.
- Asked what mechanisms would be used to call up an application for a DRB or Council hearing under the Administrative Review Process Option A. He believed this was important for everyone to understand.
 - Mr. Neamtzu explained the call up mechanism was spelled out in the administrative notice provided to the DRB when Staff rendered the decision. At City Council or Board member must make a motion to call up the application and the motion must pass by a majority. However, cities in Oregon must abide by the 120-day rule, which forced the City to move in a timely manner. Special meetings might be necessary to allow more time for City Council to review an application after being called up to DRB.
- Confirmed a public hearing would always be an option, regardless of which review process was adopted and which track was used.
- Confirmed the Pilot Evaluation process would occur under either track.
- Asked what kind of notice went out for tonight's public hearing and who received the notice, noting he wanted this stated on the record.

- Ms. Rybold confirmed notices were sent to every property owner inside and within 250 ft of the Coffee Creek Industrial Area. The same property owners were noticed about the open house held in October. The notice was also posted in several locations around the city, and an advertisement was published in *The Spokesman Review*.
- Mr. Neamtzu confirmed the City kept a current, ongoing, rolling list of interested parties on all projects, plus a list of property owners within the required geographical area for land use notices. State law required a 100-ft radius for land use development applications. There was also a list of affected and interested agencies, like utility companies and fire districts, that the City regularly engaged with.
- Asked if the 250-ft radius included property owners on the north side of Day Road.
 - Mr. Neamtzu replied yes, all of the fronting properties were included.
- Assumed that implementation of the 2007 Master Plan followed the exact same notice process.
 - Mr. Neamtzu said it was likely the same process was used. However, he was not sure the radius was 250 ft. The steering committee involved a number of property owners who lived in the area and guided the Master Plan.

Commissioner Hurley confirmed he had no questions or comments at this time.

Commissioner Mesbah:

- Noted the pilot period would include a survey of applicants. He asked how and where Staff planned to gather people who provided testimony to ensure they felt heard and that the process was fair.
 - Ms. Rybold responded that was a good suggestion and confirmed it could be built into the process. Staff usually asks for contact information from people who give testimony at public meetings.
- Confirmed that if a proposal met the standards, it must be approved. He noted that in his previous experiences with deliberative bodies that approved projects, sometimes politics and the sentiments of residents and constituents became part of the decision-making. Even though a project had to be approved by law, deliberations would drag on, making the process absolutely painful for the applicant. Such projects were sometimes denied, only to have a higher authority remind that it had to be approved.
 - Streamlining the process must be balanced. The process was not intended to stifle people; this was democracy after all; so the City needed to have enough dialogue with residents and citizens to support this process. However, the FBC was intended to keep mischief out of the approval process.
 - In this case, the FBC must also balance the inspirational aspect of the development. If the incentive was to follow the black and white standards, the inspirational potential would not be met. He hoped most developers would not take the easy route, but would choose to follow the inspirational design guidelines, even though that would require a DRB review. It would be a better project as a result.
 - He was concerned about developers taking the easy route because it would be at the expense of a much better development pattern or look in the long-run. Developers incur costs and risk while going through the approval process, so he would not blame them, but the value of the DRB review was a much better looking and better functioning development.

Commissioner Millan stated the design standards had undergone many changes and were designed to make a pleasing setting. She was not concerned about creativity being lost because the FBC was designed to create a very pleasant, campus-like environment.

Chair Greenfield referred to the book, *Timeless Way of Building* by Christopher Alexander, which included a prolonged meditation called The Quality That Cannot be Named. He believed calling the Pattern Book a set of design guidelines was an attempt to find a name that did not quite fit. When thinking about guidelines in relation to pattern, different words came to mind: demonstration, illustration, template, prototype, model, applications, examples, instantiations, realization, or compliance; none of which seemed to fit well. While these words were defective in various ways, the term 'guidelines' was defective as well.

- He was concerned that offering an alternative to clear and objective standards would open Coffee Creek up to anything a developer wished to defend. Where were the standards in the Pattern Book?
- He suggested a third adoption option, a Pattern Book of compliant designs that demonstrated a variety of interpretations and applications of the design standards. This would give a potential developer some reference as to what had been predetermined to be in compliance with the spirit and intent of the FBC without being precise about dimensions and measurements.
- He also suggested a FBC that defined the general picture, the intent of the City's Code, with a case law approach to articulating those in specific design applications. Each time a variance was approved, the City would be accumulating new cases that could be used to expand the Pattern Book within the parameters of the FBC. That would be an ideal situation.
- He was inclined toward the Administrative Review Process, which should be approved with some flexibility in its implementation, more than simply a foot and inches determination. However, flexibility was difficult to control and the spirit of the Administrative Review Process was to avoid a slippery slope by keeping the process cut and dried. He preferred a compromise between a cut and dried process and a wide open process. He did not understand why the Pattern Book could not be subject to the same kind of Administrative Review described in the FBC.
- He was also wrestling with whether the FBC could be modified to account for successful waivers, which could possibly be facilitated through the Pilot Evaluation Period. He recommended a periodic review instead of a pilot review if the Administrative Review Option (Option A) were adopted.

Commissioner Hurley recommended taking public testimony if the Commissioners had no more questions of the project team. After public testimony, the Commission can discuss and deliberate on the proposed resolutions.

Chair Greenfield called for public testimony.

Mr. Neamtzu noted the written testimony from Greg Blefgen was included in the packet and had been mentioned in the last slides of Staff's PowerPoint presentation. He asked if Mr. Blefgen still wanted to speak.

Greg Blefgen, VLMK Engineering+Design, 3933 SW Kelly Ave, Portland, OR, stated he believed Ms. Rybold had addressed many of his comments. He represented a client who was considering a property along Garden Acres Rd. They had been examining how the FBC would impact their site plan and his comments were based primarily on the geometry of the lot. Several of the lots along Garden Acres Rd were about 1,000 ft deep and narrow with approximately 300 ft of frontage. The depth impacted his site plan and the ability to create effective and efficient plans specifically for the industrial development. His comments were as follows:

- Access spacing should be increased to allow trucks to enter through one access and exit through a different access, but that would limit access spacing to approximately 300 ft. He spoke with the Engineering and Development Departments and believed they had a viable solution. Access at the back of the building was necessary for fire apparatus, so he would pursue an emergency access on one side, which would solve his concern about access spacing.
- Originally, the FBC required half of the building's width to front the property. On such a narrow lot, this requirement would limit the ability to put parking where it would be needed for the office space. That standard had been changed to require a minimum of 100 ft of building frontage, so that concern had been addressed as well.
- Putting the parking at the back of the property and the building at the front of the property provided a receptive campus-like perception. He could work with that. His client would dedicate the parking to his guests that would set up showrooms in his office space.
- He had misinterpreted the driveway width standard. Driveway widths on some industrial properties must accommodate truck turning. Truck turning templates suggest drive widths approaching 40 ft, but the standards to have 24 ft could be adjusted slightly. This impacted the ability of trucks to get in and out of drives safely. The access to his client's property was considered a secondary street, not a driveway or primary street, which addressed his concern.

- In general, the FBC was a great idea if it could be done through an Administrative Review Process, developers could work with Staff to work out their challenges, the standards and guidelines could be met, and there was some administrative leeway in those standards. He believed that as written, the standards and the Pattern Book painted a picture of a vision the City wanted to see. The standards were well above any current industrial standards. He supported the Code and looked forward to working with the City to submit the first pilot application.

Chair Greenfield confirmed there was no further more public testimony.

Commissioner Postma confirmed Mr. Blefgen's written testimony was included in the record as Attachment F.

Commissioner Millan agreed with Chair Greenfield that adjustments would be made as the City learned from doing the reviews. It was possible that part of the Pattern Book would become an accepted standard within the FBC. The City was doing the evaluation because it was trying something new. She trusted Staff would discuss what worked, what did not work, and how to make the process better.

Ms. Rybold noted that on Page 13 under the Administrative Review Option of the Staff report under Waivers, the Code stated, "in addition to meeting the purposes and objectives of this section, any waivers must be found to be consistent with the intent of the Coffee Creek Design Overlay District (DOD) Pattern Book" as it was codified. This provision was also replicated in the DRB Review Option.

Commissioner Postma believed that over time, developers would take the waiver track by necessity because some of the lots have significant overlay zones that must contend with limited buildable space. He was encouraged to hear a developer say these were high standards. He was looking for middle ground between hoping for a good looking project and finding a way to streamline the approval process. Economics send most businesses and developers toward the path of least resistance, which eliminated risks and reduced costs. But there were some who just want a creative project and that was preserved here. Following this FBC would result in an attractive development through a streamlined approach that allowed businesses get from Point A to Point B.

Chair Greenfield closed the public hearing at 7:33 pm.

Chair Greenfield noted the resolution that was adopted would be forwarded as a formal and official document. Therefore, he believed the language in Attachment A needed to be very carefully crafted, and he was conflicted about the language.

- Section 4.134(.06)C.3 on Page 12 of 231 stated, "Adjustments to Development Standards may be granted by the Planning Director for quantifiable provisions," etc.
- Section 4.134(.06)D at the top of Page 13 stated, "The Coffee Creek DOD Pattern Book provides supplemental design guidelines which are intended to allow additional design flexibility than the Development Standards while satisfying the purpose of the Coffee Creek DOD."
 - As an English teacher, he did not believe the use of the word 'than' provided good collocation. He suggested alternate wordings with slightly different meanings, such as "flexibility *consistent with* or *within* the Development Standards". 'Than' suggested 'other than', in which case, the Pattern Book would contain design guidelines 'different from' the Development Standards.
- He reiterated he was still unclear about the relationship between the Pattern Book and the Development Standards. He preferred that the Pattern Book be "**consistent with** the Development Standards **and** satisfy the purpose of the Coffee Creek DOD." He was not sure how to handle this. As it stood, approving an application found consistent with the intent and letter of the FBC implied a DRB review and created precedent for future cases. He was interested in those precedents and how they worked in this system. He wanted to know if an application could refer to a previously approved waiver as a precedent, and, if so, would the waiver then become part of the Pattern Book.

Ms. McInelly explained the relationship between the design guidelines and the Pattern Book, noting that they were not black and white or separate from each other. Page 47 of 231 in the Staff report gave two example applicant pathways through the approval process:

- Example 1 was an applicant using only the clear and objective track and all of the Development Standards. This was the least discretionary process and as noted by the asterisks, the project followed all the Development Standards.
- Example 2 on the right of the page showed each set of design guidelines that related directly to each issue. For example, site design had both design guidelines and Development Standards. Building design had Development Standards and design guidelines. Each category had a bridge and connection between both the standards and the guidelines. Example 2 showed what would happen if an applicant wanted to meet the clear and objective standards for street design, connectivity, district-wide planning, and landscaping, but wanted to use the waiver track or design guidelines for site design and building design. They were very closely related.
- The intent of the design guidelines was to provide inspiration for how to interpret the Development Standards, which were above and beyond typical industrial, land-use based codes. For example, not many industrial codes required buildings to face the street at all. However, these objective standards required a minimum presence of the building to face the street. If someone wanted to go beyond that minimum, they would use the design guidelines which offered choices, like which 100 ft of frontage would a developer put their building on, and which landscape treatments would be used on the rest of the frontage to satisfy the requirement that the entire frontage must have a design-focused treatment. The Development Standards provided a lot of flexibility in how they were applied and interpreted, and they tied very closely to and were inspired by the design guidelines.

Commissioner Springall believed the language on Page 13 of 231 stating, "...which are intended to allow additional design flexibility than the Development Standards" indicated that the design guidelines in the Pattern Book were more flexible than the Development Standards; not within, but above and beyond the Development Standards.

Chair Greenfield said as an English editor, he would change the wording to preserve what he believed was the intention, which was to allow more flexibility in design than the Development Standards and satisfy the purpose of the Coffee Creek DOD.

- He read his proposed language changes to Item D on Page 3 of Attachment A – Administrative Review Option Documents, as follows, "The Coffee Creek DOD Pattern Book provides supplemental design guidelines, which are intended to allow more flexibility in design than the Development Standards while satisfying the purpose of the Coffee Creek DOD."

Staff confirmed there were no issues with the language recommended by Chair Greenfield.

Chair Greenfield cited language in the Executive Summary on Page 2 of 231 stating, "For applications that require waivers to standards of the Form-based Code, a Pattern Book with design guidelines that correlate with the Code's clear and objective standards would be utilized to encourage high-quality site and building design." He was not clear on what this meant as the word correlate was a strange word to use. He recommended that correlate be replaced with manifest, illustrate, or exemplify, adding was still struggling to find an ideal relationship between the Pattern Book and the clear and objective standards. He believed it was like Alexander's quality that could not be named.

Commissioner Springall said a picture paints a thousand words and the graphic from the Pattern Book helped illuminate the relationship, so perhaps it could be included earlier in the Code. In the final analysis, the Pattern Book would become its own document and hopefully, the applicants would consider the relationship between all of the documents to determine which ones they should comply with. The Commission had 300 pages and the Pattern Book was in the middle, but he believed applicants would read through the Pattern Book early in the process.

Commissioner Mesbah added that the Pattern Book was trying to achieve a performance the City was interested in. The clear standards were one way of achieving that performance, but there were other ways of achieving the same goal. The flexibility prevented a cookie cutter approach to achieving the performance standards. Once a few projects were reviewed by the DRB, new ways of achieving the intent would become clear and maybe even become a precedent and by de facto, part of the Pattern Book.

Chair Greenfield:

- Believed that ideally, the Pattern Book should relate to the Form-based Code as examples of pretested compliance, which he also believed should be susceptible to administrative review just like compliance with the FBC.
 - Ms. McInelly said that was how it worked. The design guidelines go above and beyond. The minimum was represented by the Development Standards.
- Stated the Administrative Review, as written in Option A, did not allow the administrator to make a determination based on Pattern Book compliance, just on the strict clear and objective standards.
 - Ms. McInelly explained the process was designed in such a way that if a project were compliant with the Pattern Book, it would not only meet, but go above and beyond the Development Standards.
 - Ms. Rybold clarified that in many cases, projects would meet the numbers in the clear and objective standards, but those numbers did not design the development. While it was not written in black and white that developers would need to use the Pattern Book, they would need to refer to it to get a sense of what the numbers meant. Staff would provide applicants with a link to the Pattern Book at preapplication meetings and let them know the Pattern Book would influence how the property was landscaped and provide ideas about how a building could fit on the site. The numbers were a projection of what was in the Pattern Book, which gave Staff a way to articulate the Development Standards. Applicants would be given both documents and an explanation about how they could be used to create a great place.
- Asked if an application would be approved administratively if the developer could prove the project complied with the Pattern Book.
 - Ms. Rybold answered yes, if the project also met the numbers in the clear and objective standards. She confirmed that presumably, everything in the Pattern Book met the numbers. However, the Pattern Book also supported waivers. There could be situations where a developer could not meet the building frontage requirements, so all of the other elements of the Pattern Book would help them determine whether or not the project would be supported. The numbers in the clear and objective standards determine whether or not a project could be reviewed administratively.

Commissioner Millan noted all of the Commissioners who had served on the DRB had dealt with pattern books. In this case, the Pattern Book was being used a bit differently, which she believed was the reason it was difficult to understand the relationship between the Pattern Book and the Development Standards. The Pattern Book was a way to achieve the clear and objective standard, instead of suggesting what could be added to a project once the standards had been met. The FBC Pattern Book provided more clarity about how to meet the objective standards.

- Ms. Rybold agreed the pattern books were not the same, adding that perhaps the chart from the Pattern Book should be given to applicants so they could clearly see the relationship. The Pattern Book corresponded to the standards in the Code, which were all used together. If applicants could meet all the numerical standards, they could go through the clear and objective review.

Commissioner Mesbah said the clarification was very insightful because he could not understand what his colleagues were having difficulties with. He suggested changing the name from Pattern Book to Design Framework to prevent confusing Coffee Creek DOD with Villebois. Villebois was a cookie cutter development, but Coffee Creek was not.

Chair Greenfield explained he was coming from the framework of Christopher Alexander, the grandfather of the idea of pattern language. He did not believe the Pattern Book was a substitute or an alternative to the Form-based Code as he would like to see it work out. However, he was prepared to vote in favor of Option A with the understanding that the Planning Department would exercise its review in a fair and consistent interpretation of the intent of the Form-based Code, and that the interpretation include some flexibility.

Commissioner Mesbah agreed the FBC would not create a spirit of space in Coffee Creek, but this approach would put together the pieces to create a good looking development. The City was not creating the kind of organic space Christopher Alexander might want; perhaps developing an industrial area began with the most difficult of exercises.

Commission Millan asked for confirmation of the preferred language on Page 13 before voting because she believed there a change to Chair Greenfield's specific recommendation.

Ms. Rybold confirmed the language in Item D on Page 3 of Attachment A – Administrative Review Option Documents was to be revised to state, "The Coffee Creek DOD Pattern Book provides supplemental design guidelines, which are intended to allow ~~additional~~ **more flexibility in** design flexibility than the Development Standards while satisfying the purpose of the Coffee Creek DOD."

Chair Greenfield moved to adopt Resolution No. LP18-0001 "A," revising Item D on Page 3 of Attachment A as read into the record. Commissioner Millan seconded the motion, which passed unanimously.

Commissioner Hurley thanked Ms. McInelly and her team for the years of hard work.

Chair Greenfield added that he recognized that a great deal of hard work had gone into this project, as well as reflections of the input received. He thanked Staff and the consultants, noting the FBC was a tremendous piece of writing.

III. INFORMATIONAL

A. Metro Area Value Pricing (Kraushaar)

Miranda Bateschell, Planning Manager, introduced Nancy Kraushaar and Judith Grey, noting they would be discussing the feasibility analysis on the Portland Metro Area Value Pricing.

Nancy Kraushaar, Community Development Director, said Ms. Grey recently took on a huge project in response to House Bill 2017 (HB2017) which passed last year. The Legislature asked the Oregon Department of Transportation (ODOT) to study congestion pricing, also called value pricing, for the Portland Metro Area. Currently, federal law did not allow tolling the existing Interstate 5 (I-5) and Interstate 205 (I-205) facilities, and this could be changed, but first ODOT needed to determine if would be a good idea for the region as well as any positive and negative impacts. She and Ms. Grey had been colleagues for many years on various projects, most recently having served together on Metro's Transportation Policy Advisory Committee (PAC) Board, where Ms. Grey represented both the City of Portland and she represented the cities in Clackamas County.

Judith Grey, Project Manager, ODOT, stated she had been working in transportation in this region for about 20 years, 12 years with Kittleson & Associates, 5 years with the City of Tigard, and then the City of Portland. About two months ago, she moved to ODOT to be the project manager for this project. Although a challenging project, it was also a good opportunity for the State. She explained that congestion pricing and value pricing meant the same thing, that the pricing of the roadway would be adjusted according to the peak traffic period. Congestion and value pricing fit underneath the broader topic of tolling, because tolling could apply to any roadway fee charged to traveling vehicles. Traditionally, those charges have been for the purpose of paying for infrastructure, whereas the purpose of congestion pricing was primarily about managing traffic congestion.

- She clarified that HB2017 had passed and that the work was ongoing. She reviewed page 8 of 8 in the Staff report, that provided an overview of the very comprehensive transportation bill with these additional comments:
- She noted Funding Investments should be called Funding Commitments because the diagrams reflected where the Legislature had dedicated \$5.3 billion for those investments over about a 10-year timeframe. This funding would come from many sources, such as increases in gas taxes, vehicle registration and title fees, a new privilege tax for the sale of new vehicles, and a new bicycle tax.
- With regard to the Accountability Policy, all cities and counties, as well as ODOT, would have new reporting requirements for any funds received.
 - As an economist and engineer, she believed the Value Pricing Policy action was a way for the State to make the funds being spent work harder.
- She presented the Portland Metro Area Value Pricing Feasibility Analysis via PowerPoint, which included the details of the Legislature's direction, the value pricing decision process, initial concepts used for testing and learning, and next steps. During the presentation, she also reviewed the Draft Initial Value Pricing Concepts, which was included in the meeting packet. She also had fliers available on the upcoming open house events.
- She clarified that although there was already a lot of talk about tolls in the local media, no tolls would be coming this year. The analysis year was 2027, but tolling was anticipated to begin in 2022, which was used on the graphic. However, the exact time would come down to PAC recommendations, OTC requests of the Federal Highway Administration (FHA), and the FHAs response to those requests.
 - The value pricing was part of a very bold package and involved bold policies, and legislators had varying views, so it was difficult to determine the impetus for the bill.

Ms. Kraushaar hoped to keep the Commission engaged, adding that any questions could be answered via City Staff or the contacts provided in the PowerPoint. She added that this project was about figuring out how to manage highways in the region. The Portland Metro Area has grown a lot recently and that growth would continue. The topic was complicated because people were concerned about affordability and equity. She was looking forward to hearing ideas and solutions and getting answers to questions.

Commission Springall said it was clear that certain cities in the area would be significantly affected by pushing traffic off the freeways, and he wanted to know why other non-freeway pricing strategies, like cordon pricing, parking, or other mechanisms were not being considered.

- Ms. Grey replied Portland might consider some of those strategies, but the biggest issue with those tools was that ODOT would not have jurisdiction over arterial and connector roadways. Following this scope, there could be an increment that looked at other freeways or surface arterials. However, ODOT would be working very closely with the affected cities, and she understood Portland was considering its own complementary or supplementary tools to deal with congestion.

Chair Greenfield believed people would ask many detailed questions and the answers would depend a lot on how people felt about the proposal. It was a cart and the horse situation since questions could not be answered in the hypothetical very well, and yet those hypothetical answers would influence how people regarded the proposal.

- Ms. Grey she noted County Commissioner Paul Savas, or others, would represent Wilsonville on the Project Advisory Committee (PAC). She explained that the PAC had been directed to identify the type, location, and potential mitigation strategies. Because ODOT would only get so far within the timeframe, the mitigation strategies might provide the direction needed. For example, some might absolutely oppose adding capacity, others, including the Clackamas County Board of Commissioners, might oppose using value pricing instead of capacity; some might want revenues to be used toward potential equity impacts. Hearing such policy priorities would be appropriate for the OTC at that stage of the process, but the OTC would not be able to answer every detailed question.

- Despite the existing unknowns, it was not too soon for Wilsonville to be aware of its priorities regarding the proposal and how the transportation system functioned. She encouraged the Commissioners to look at the project website, attend the open house, and provide feedback about how congestion affects their lives, businesses and the community. Hopefully, people would take time to learn a bit about value pricing and share their opinions and concerns with the OTC. That input would be forwarded to the PAC.

Ms. Kraushaar confirmed Staff would send out an email reminder about when the online open house went live.

B. City Council Action Minutes: (Dec. 4 and Dec. 18, 2017)
There were no comments.

C. 2018 Planning Commission Work Program

Chris Neamtzu, Planning Director, highlighted the Work Program, noting the public hearing on the Water Treatment Plant Master Plan was to be held in February; however, Eric Mende had accepted a position with the Eugene Water and Electric Board and had submitted his resignation from City Staff. He was not sure who would take over work on the Master Plan, but the public hearing was being noticed and was on February's agenda. Other items on the Work Program were expected to continue as scheduled.

Miranda Bateschell, Planning Manager, announced that the Town Center Master Plan Open House had been scheduled for February 8th at City Hall from 5:30 pm to 8:00 pm. Public comments would be taken on the community design concept that City Council and the Planning Commission reviewed in December. The online survey would be launched January 19th and would run through President's Day.

III. **ADJOURNMENT**

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 8:33 pm.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, Inc. for
Tami Bergeron, Administrative Assistant-Planning



PLANNING COMMISSION
WEDNESDAY, FEBRUARY 14, 2018

II. LEGISLATIVE HEARING

A. Water Treatment Plant Master Plan (Kraushaar)

**PLANNING COMMISSION
RESOLUTION NO. LP18-0002**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILSONVILLE RECOMMENDING THE CITY COUNCIL ADOPT THE WILLAMETTE RIVER WATER TREATMENT PLANT 2017 MASTER PLAN UPDATE RELATING TO IMPROVEMENTS, EXPANSION, AND OPERATION OF THE EXISTING WATER TREATMENT PLANT

WHEREAS, the Planning Commission of the City of Wilsonville (“City”) has the authority to review and make recommendations to the City Council regarding changes to, or adoption of new elements and sub-elements of, the Comprehensive Plan pursuant to Sections 2.322 and 4.032 of the Wilsonville Code (“WC”); and

WHEREAS, the Willamette River Water Treatment Plant 2017 Master Plan Update is a support document to the City’s Comprehensive Plan, and the Update to the Water Treatment Plant Master Plan is subject to the same rules and regulations as an update to the City’s Comprehensive Plan; and

WHEREAS, the Planning Director submitted a proposed Ordinance to the Planning Commission, along with a Staff Report, in accordance with the public hearing and notice procedures that are set forth in WC 4.008, 4.011, 4.012, and 4.198; and

WHEREAS, the Planning Commission conducted a work session on December 13, 2017, and after providing the required public notice, held a public hearing on February 14, 2018 to review the proposed Update to the Water Treatment Plant Master Plan and to gather additional testimony and evidence regarding the Update to the Water Treatment Plant Master Plan; and

WHEREAS, the Planning Commission has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding; and

WHEREAS, the Planning Commission has duly considered the subject, including the staff recommendations and all the exhibits and testimony introduced and offered by all interested parties; and

NOW, THEREFORE, BE IT RESOLVED that the Wilsonville Planning Commission does hereby adopt the Staff Report and its attachments (attached hereto as Exhibit A), as presented at the February 14, 2018 public hearing, including the findings and recommendations contained

therein, and further recommends the Wilsonville City Council approve and adopt the Update to the Water Treatment Plant Master Plan relating to the improvements, expansion, and operation of the existing Water Treatment Plant facility as hereby approved by the Planning Commission; and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon adoption.

ADOPTED by the Wilsonville Planning Commission at a regular meeting thereof this 14th day of February, 2018, and filed with the Wilsonville City Recorder this date.

Wilsonville Planning Commission

ATTEST:

Tami Bergeron, Planning Administrative Assistant

SUMMARY OF VOTES:

- Commissioner Greenfield: _____
- Commissioner Postma: _____
- Commissioner Hurley: _____
- Commissioner Mesbah: _____
- Commissioner Millan: _____
- Commissioner Springall: _____
- Commissioner Heberlein: _____

Attachments:

Exhibit A – Staff Report

**PLANNING COMMISSION HEARING
STAFF REPORT**



Meeting Date: 02/14/2018		Subject: Resolution LP18-0002: 2017 Water Treatment Plant Master Plan Update	
		Staff Member: Eric Mende, PE, Capital Projects Engineering Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date:02/14/18 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments:	
<p>Staff Recommendation: Staff respectfully recommends that the Planning Commission conduct the public hearing on the proposed 2017 Water Treatment Plant Master Plan, and approve Resolution LP18-0002 recommending approval and adoption of the 2017 Master Plan Update by the City Council.</p>			
<p>Recommended Language for Motion: Move to approve Resolution LP18-0002, recommending approval and adoption of the 2017 Water System Master Plan (with or without specific changes).</p>			
<p>Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>			
<input checked="" type="checkbox"/> Council Goals/Priorities -Fiscal Discipline, Environmental Stewardship, Well Maintained Infrastructure		<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE PLANNING COMMISSION:

The City of Wilsonville is completing a Master Plan Update for the Willamette River Water Treatment Plant (WTP). Master Plans, once adopted, become an amendment to the City's Comprehensive Plan, and as such, require a formal adoption process that includes a hearing

EXHIBIT A

before the Planning Commission, consideration of conclusionary findings for consistency with Statewide Planning Goals, a recommendation for adoption from Planning Commission to City Council, and hearing and adoption by ordinance by City Council.

Staff and Consultants will give a PowerPoint presentation on the 2017 Master Plan Update, and answer any questions from the Commission and the Public.

EXECUTIVE SUMMARY:

The 2017 Master Plan Update for consideration tonight specifically addresses the existing Willamette River Water Treatment Plant, operational since 2002, and currently providing treated water to the citizens of Wilsonville and Sherwood. The primary goals of the 2017 Master Plan Update are:

- 1) To confirm the quantity and timing of long range water delivery from the WTP over a 20 year planning horizon;
- 2) To identify and select appropriate treatment technologies and design criteria for future water treatment facilities;
- 3) To evaluate existing Water Treatment Plant facilities for upgrades and replacements; and
- 4) To identify the capital costs, timing, and funding strategy required to meet the future water supply and level of service goals.

All of these goals are accomplished in the 2017 Master Plan Update. Chapter 2 provides information on existing and future water demand, and the expected future Level of Service. Chapters 3 and 4 describes the existing treatment technologies and associated operational performance in terms of water quality and regulatory compliance. Chapter 5 evaluates the condition and reliability of the existing plant infrastructure with particular focus on life safety deficiencies, surge protection and seismic resiliency. Chapter 6 presents the recommended short term and long-term capital improvement strategy needed to ensure continued reliability of the treatment plant as the plant capacity increases from the current 15 mgd to 30 mgd in year 2035 and beyond. Lastly, Chapter 7 presents the capital cost estimates and recommended schedules for the design and construction of improvements identified in Chapter 6.

Conclusionary Findings demonstrating consistency with Statewide Planning Goals are included as Attachment B.

EXPECTED RESULTS:

Administratively, a recommendation to City Council for adoption of the 2017 Master Plan Update, and subsequent adoption by City Council, will make this Master Plan part of the City's Comprehensive Plan. Inclusion in the Comprehensive Plan allows identified capital and operational improvements to be planned and budgeted in future rate studies and capital spending plans. From a utility management standpoint, this Master Plan provides a 20-year planning tool to ensure reliable delivery of high quality drinking water to Wilsonville citizens and businesses.

TIMELINE:

Planning Commission Hearing: February 14, 2018

EXHIBIT A

City Council Hearing: March 05, 2018 (Approval of Ordinance on first reading)
City Council: March 19, 2018 - Second Reading of Ordinance
Effective Date: 30 Days after 2nd Reading

CURRENT YEAR BUDGET IMPACTS:

None. Consulting Services for the 2017 Master Plan Update are budgeted under CIP 1122

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ Date: _____
n/a

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____
n/a

COMMUNITY INVOLVEMENT PROCESS:

A web page and virtual open house have been set up at www.ci.wilsonville.or.us/WTPMPupdate where the entire document can be viewed, and public comment and questions can be submitted.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

A reliable source of properly treated domestic water is essential to the well-being of the community.

ALTERNATIVES:

None

CITY MANAGER COMMENT:

ATTACHMENTS:

Attachment A: Master Plan Executive Summary

Attachment B: Conclusionary Findings

Attachment C: Full version of the Water Treatment Plant 2017 Master Plan Update accessed:
www.ci.wilsonville.or.us/WTPMPupdate



City of Wilsonville

Willamette River Water Treatment Plant 2017 Master Plan Update

2017 MASTER PLAN UPDATE

FINAL DRAFT | February 2018





City of Wilsonville
Willamette River Water Treatment Plant

2017 MASTER PLAN UPDATE

Jude D. Grounds,
February 5, 2018,
State of Oregon,
P.E. No. 74678

ATTACHMENT A

Contents

EXECUTIVE SUMMARY

ES.1	Introduction	ES-1
ES.2	Plant Expansion and Level of Service Goals	ES-2
ES.3	Existing Facilities and Operational Performance	ES-2
ES.4	Historical Raw and Finished Water Quality	ES-3
ES.5	Existing Infrastructure	ES-3
ES.5.1	Electrical Supply and Distribution CIP	ES-3
ES.5.2	Seismic Evaluation CIP	ES-3
ES.5.3	Life-Safety Evaluation CIP	ES-3
ES.6	WRWTP Expansion CIP	ES-3
ES.6.1	20-MGD Expansion CIP	ES-4
ES.6.2	30-MGD Expansion CIP	ES-5
ES.6.3	Electrical Expansion CIP	ES-11
ES.6.4	Repair and Replacement CIP	ES-11
ES.7	CIP Approach and Schedule	ES-11

Chapter 1 - INTRODUCTION

1.1	WRWTP AND SOURCE BACKGROUND	1-1
1.2	MASTER PLAN UPDATE OBJECTIVES AND ORGANIZATION	1-3

Chapter 2 - PLANT EXPANSION AND LEVEL OF SERVICE GOALS

2.1	Introduction	2-1
2.2	Water Demands and Expansion Strategy	2-1
2.2.1	Demand Projections and Hydraulic Requirements	2-1
2.2.2	Capacity Expansion and Phasing Strategy	2-3
2.3	Hazard Analysis and Associated Level of Service Goals	2-4
2.3.1	LOS Goal Objective	2-4
2.3.2	Catastrophic Event	2-5
2.3.3	Regional Precedents	2-8
2.3.4	Recommended Preliminary LOS Goals for WRWTP Expansion	2-10

Chapter 3 - EXISTING FACILITIES AND OPERATIONAL PERFORMANCE

3.1 Introduction	3-1
3.2 Summary of Previous Studies	3-1
3.3 Major Plant Components	3-3
3.3.1 General	3-3
3.3.2 Raw Water Facilities	3-17
3.3.3 Chemical Injection Vault and Initial Mixing Facility	3-17
3.3.4 Ballasted Flocculation (Actiflo®) System	3-18
3.3.5 Ozonation System	3-19
3.3.6 Filtration System	3-20
3.3.7 Liquid Chemical Storage and Feed Facilities	3-21
3.3.8 Washwater Equalization Basin	3-22
3.3.9 Gravity Thickener	3-22
3.4 Historical Plant Performance	3-23
3.5 Conclusions	3-30

Chapter 4 - HISTORICAL WATER QUALITY AND REGULATORY COMPLIANCE

4.1 Introduction	4-1
4.2 Historical Water Quality	4-1
4.3 Regulatory Compliance	4-11
4.3.1 Existing Regulations	4-11
4.3.2 Unregulated Contaminant Monitoring	4-11
4.3.3 CT Compliance	4-13
4.3.4 Future Regulations	4-14
4.4 Emerging Contaminants	4-14
4.4.1 National Perspective and Literature Review	4-15
4.4.2 Regional Perspective	4-17
4.4.3 2015 MPU Participant Interviews	4-18
4.5 Conclusion	4-19

Chapter 5 - EXISTING INFRASTRUCTURE

5.1 Introduction	5-1
5.2 Site Mapping	5-1
5.3 Hydraulic Assessment	5-5

5.4 Equipment Assessment	5-8
5.5 Electrical Assessment	5-8
5.5.1 Evaluation Results	5-8
5.5.2 Recommendations	5-10
5.6 Seismic Evaluation and Mitigation Alternatives	5-15
5.6.1 Oregon Seismic Requirements	5-15
5.6.2 Geotechnical Investigation Summary	5-16
5.6.3 Seismic Evaluation of Existing Facilities	5-16
5.7 Life Safety Evaluation	5-17
5.8 Transient Surge Analysis	5-17
5.8.1 Evaluation Methodology	5-17
5.8.2 Evaluation Results	5-23
5.8.3 Recommendations	5-23
 Chapter 6 - EXPANSION ALTERNATIVES ANALYSIS	
6.1 Introduction	6-1
6.2 Treatment Technologies	6-1
6.3 Confirmation of Treatment Recommendation	6-1
6.4 20 mgd Expansion	6-2
6.4.1 Flow Projections	6-2
6.4.2 Raw Water Pumping	6-2
6.4.3 Flash Mix	6-7
6.4.4 Ballasted Flocculation (Actiflo®)	6-7
6.4.5 Ozonation and Ozone Generation	6-7
6.4.6 Filtration	6-8
6.4.7 Clearwell/Chlorine Disinfection	6-8
6.4.8 Finished Water Pumping	6-9
6.4.9 Waste Washwater Recovery	6-9
6.4.10 Mechanical Solids Dewatering	6-9
6.4.11 Chemical Storage and Metering	6-9
6.5 30-mgd Expansion	6-18
6.5.1 Expansion Alternatives	6-18
6.5.2 Flow Projections	6-23

6.5.3 Raw Water Pumping	6-23
6.5.4 Flash Mix	6-27
6.5.5 Ballasted Flocculation (Actiflo®)	6-27
6.5.6 Ozonation	6-27
6.5.7 Filtration	6-27
6.5.8 Clearwell/Chlorine Disinfection	6-27
6.5.9 Finished Water Pumping	6-27
6.5.10 Waste Washwater Recovery	6-28
6.5.11 Mechanical Solids Dewatering	6-28
6.5.12 Chemical Storage and Metering	6-28
6.6 Electrical Upgrades	6-37
6.7 Repair and Replace	6-38

Chapter 7 - CIP APPROACH AND SCHEDULE

7.1 Introduction	7-1
7.2 Capital Cost Assumptions	7-1
7.2.1 Cost Estimate Classification	7-1
7.2.2 Opinion-of-Probable Construction Cost Estimate	7-1
7.2.3 Cost Factoring Workbook	7-2
7.2.4 CIP Workbook	7-2
7.3 Design and Construction Schedule	7-3
7.4 Financial Summary	7-3

Appendices

Appendix A – Condition Assessment Calculations

Appendix B – Life Safety and Seismic Assessment Technical Memorandum

Appendix C – Surge Transient Analysis & Pre-Design Recommendations Technical Memorandum

Appendix D – Capital Cost Estimates

Appendix E – CIP Workbook

Tables

Table ES.1 Cities of Wilsonville and Sherwood Treatment LOS Goals	ES-2
Table ES.2 Estimated CIP Costs (2017 Dollars)	ES-11
Table ES.3 Operations – Repair and Replace Estimated CIP Cost (2017 Dollars)	ES-12
Table ES.4 WRWTP Expansion Design and Construction Schedule	ES-12
Table 2.1 Hydraulic and Capacity Requirements of the WRWTP Participants	2-3
Table 2.2 Catastrophic Hazards Events and Potential Impact on the WRWTP Lower Site	2-5
Table 2.3 Likelihood of Volcanic Ash Having Substantial Impact on Watersheds with a Southwest Wind	2-6
Table 2.4 Water Treatment Facility Recovery Levels for Various Earthquake Hazard Levels as Implied by Current Codes and Standards for New Construction	2-7
Table 2.5 East Bay Municipal Utility District Level of Service Goals	2-8
Table 2.6 Oregon Resilience Plan Recommended LOS Goals for Water Systems	2-9
Table 2.7 Joint Water Commission WTP LOS Goals	2-10
Table 2.8 Adopted LOS Goals for the WRWTP	2-11
Table 3.1 WRWTP Existing Facilities Treatment Processes and Procedures	3-3
Table 3.2 WRWTP Production (mgd)	3-28
Table 4.1 WRWTP Comparison of Regulatory and Contract Sampling Frequencies	4-2
Table 4.2 Comparison of Regulatory and Contract Finished Water Parameters	4-3
Table 4.3 WRWTP Summary of Raw Water Quality and Corresponding Finished Water MCL (May 2006 through 2014)	4-5
Table 4.4 WRWTP Summary of Finished Water Quality (May 2006 through 2014)	4-8
Table 4.5 Summary of Wilsonville Distribution System Water Quality Data	4-11
Table 4.6 Summary of UCMR 3 Finished and Distribution Water Quality	4-12
Table 4.7 Summary of Preliminary UCMR 3 Results	4-16
Table 4.8 Summary of CECs Interview Responses by Regional Surface Water Suppliers	4-17
Table 4.9 Summary of CECs Interview Responses by 2015 MPU Participant Water Suppliers	4-18
Table 5.1 WRWTP Caisson and Willamette River Elevations	5-5
Table 5.2 WRWTP Electrical Load Summary	5-9
Table 5.3 Summary of Seismic Vulnerabilities	5-18

ATTACHMENT A

Table 5.4 Summary of Life Safety Findings	5-20
Table 5.5 Hydraulic Transient Analysis Demand Scenarios	5-23
Table 5.6 Hydropneumatic Tank Sizing Recommendations	5-23
Table 6.1 WRWTP 20 mgd Expansion Processes and Procedures	6-10
Table 6.2 WRWTP 30 mgd Expansion Alternatives	6-18
Table 6.3 WRWTP 30 mgd Expansion Alternatives – Design and Operating Criteria following a Catastrophic Seismic Event	6-21
Table 6.4 WRWTP 30 mgd Expansion Processes and Procedures	6-29
Table 6.5 WRWTP Repair and Replace Projects	6-38
Table 7.1 Example of CIP Actual Construction Cost	7-2
Table 7.2 WRWTP Expansion Design and Construction Schedule	7-3
Table 7.3 WRWTP Near-Term CIP Costs (2017 Dollars)	7-4
Table 7.4 WRWTP Total CIP Costs (2017 Dollars)	7-6

Figures

Figure ES.1 WRWTP Capacity Projections and Recommended Expansion Phasing	ES-4
Figure ES.2 Site Plan – 20-MGD Capacity Expansion	ES-7
Figure ES.3 Site Plan – 30-MGD Capacity Expansion	ES-9
Figure ES.4 RWTP Near-Term CIP Costs by Project (2017 Dollars)	ES-14
Figure ES.5 WRWTP Total CIP Costs by Project (2017 Dollars)	ES-15
Figure 2.1 WRWTP Capacity Projections and Recommended Expansion Phasing	2-2
Figure 2.2 WRWTP and WWSP Water Demand Projections	2-3
Figure 3.1 WRWTP Existing Site Plan	3-11
Figure 3.2 WRWTP Process Flow Diagram	3-13
Figure 3.3 WRWTP Hydraulic Profile	3-15
Figure 3.4 WRWTP Process Performance Summary	3-25
Figure 3.5 WRWTP Raw Water Turbidity	3-29
Figure 3.6 WRWTP Raw Water and Finished Water	3-31
Figure 3.7 WRWTP Monthly Finished Water Production and Power Consumption	3-32
Figure 3.8 WRWTP Monthly Finished Water Production and Solids Production	3-33

Figure 5.1 Lower Site Survey	5-3
Figure 5.2 WRWTP Hydraulic Profile – 20 mgd Design Capacity	5-7
Figure 5.3 Current Electrical Load Distribution Diagram	5-11
Figure 5.4 Existing Electrical System – 20 mgd Capacity	5-12
Figure 5.5 Upgraded Electrical System – 20 mgd Capacity	5-13
Figure 5.6 Upgraded Electrical System – 30 mgd Capacity	5-14
Figure 6.1 WRWTP Site Layout – 20 mgd Capacity	6-3
Figure 6.2 WRWTP Hydraulic Profile – 20 mgd Design Capacity	6-5
Figure 6.3 WRWTP 30 mgd Expansion – LOS	6-19
Figure 6.4 WRWTP 30 mgd Expansion – LOS + Post Regional Seismic Event Resiliency	6-19
Figure 6.5 WRWTP Site Layout – 30 mgd Design Capacity	6-25
Figure 7.1 Example Assumptions in CIP Workbook	7-2
Figure 7.2 WRWTP Near-Term CIP Costs (2017 Dollars)	7-5
Figure 7.3 WRWTP Total CIP Costs (2017 Dollars)	7-7

Abbreviations

%	percent
2015 MPU	2015 WRWTP Master Plan Update
AACE	American Association of Cost Engineers
BRP	Blue Ribbon Panel
C	Celsius
Caisson	Raw Water Intake Pump Station Caisson
CECs	Contaminants of Emerging Concern
CECs	contaminants of emerging concern
CFD	computational fluid dynamic
City	City of Wilsonville
COW	cost of work
DBP	disinfection by-product
EBMUD	East Bay Municipal Utility District
ENR	Engineering News Record
EPA	Environmental Protection Agency
ESA	Endangered Species Act
EWEB	Eugene Water and Electric Board
FERC	Federal Energy Regulatory Commission
ft	feet
GAC	granular activated carbon
HABs	harmful algal blooms
IBC	International Building Code
JWC	Joint Water Commission
LOS	level of service
LOX	liquid oxygen
MCC	motor control centers
MCL	maximum contaminant level
mg/L	milligrams per liter
mgd	million gallons per day
MM	million
MPU	Master Plan Update
MWh	megawatt hours
NAVD	North American Vertical Datum
NCOD	National Contaminant Occurrence Database
nm	nanometers
NMFS	National Marine Fisheries Service

ATTACHMENT A

NTU	Nephelometric turbidity units
OAR	Oregon Administrative Rule
ODFW	Oregon Department of Fish and Wildlife
OHA	Oregon Health Authority
ORP	Oregon Resilience Plan
ORS	Oregon Revised Statutes
OPCC	opinion-of-probable construction-cost
OSSAC	Oregon Seismic Safety Advisory Committee
OSSC	State of Oregon Structural Specialty and Fire and Life Safety Code
OWUC	Oregon Water Utility Council
PGE	Portland General Electric
PNW	Pacific Northwest
PPCPs	pharmaceuticals and personal care products
ppd	pounds per day
PWB	Portland Water Bureau
RM	Richter scale magnitude
RWF	Raw Water Facility
SCADA	supervisory control and data acquisition
SCM	streaming current monitor
SDWA	Safe Drinking Water Act
the Act	Oregon Drinking Water Quality Act
TOC	total organic carbon
TVWD	Tualatin Valley Water District
UBC	Uniform Building Code
UCM	Unregulated Contaminant Monitoring
UCMR	Unregulated Contaminant Monitoring Rule
USGS	United States Geological Survey
WRWTP	Willamette River Water Treatment Plant
WWSA	Willamette River Water Supply Agency
WWSP	Willamette Water Supply Program
µg/L	micrograms per liter

ATTACHMENT A

EXECUTIVE SUMMARY

ES.1 Introduction

The 2017 Willamette River Water Treatment Plant Master Plan Update (2017 MPU) for the cities of Wilsonville and Sherwood defines the strategy to meet future demands, boost supply resiliency and reliability, and support responsible growth.

Commissioned in 2002, the Willamette River Water Treatment Plant (WRWTP) has a treatment capacity of 15 mgd. Of this capacity, Wilsonville owns 10 mgd, and the Tualatin Valley Water District (District) initially owned 5 mgd. The District invested in the plant's construction, oversizing many of its facilities to enable expansion for its own future water needs.

The existing property along the Willamette River in Wilsonville is irregularly shaped, creating two semi-contiguous parcels called the Lower Site and the Upper Site. During original design, the Lower Site, home to the existing treatment plant, would allow for an expansion of up to 60 mgd. The Upper Site was identified for future development in the *Willamette River Water Treatment Plant Master Plan* (MWH, 2006), which demonstrated enough space for at least 100 mgd additional capacity. Combined, both sites have a 160 mgd potential total capacity.

Since the 2006 Master Plan was published, several actions occurred that affect both construction and operational planning for expanding the WRWTP:

- In 2012, the District sold its 5 mgd of plant capacity to the City of Sherwood.
- In 2013, the District and the City of Hillsboro named the mid-Willamette supply alternative as their preferred supplemental supply, which laid the foundation for the Willamette Water Supply Program (WWSP).
- In 2014, the city of Wilsonville led a coalition of utilities that petitioned the Oregon Health Authority (OHA) for the right to recognize the disinfection benefits from intermediate ozonation.
- In 2015, the City and WWSP stakeholders updated the WRWTP Master Plan (MWH, 2006) in the 2015 MPU (Carollo, 2016) to outline how the existing plant could be expanded to meet future demand.
- As of 2017, the WRWTP is expected to supply Wilsonville and Sherwood exclusively. However, the oversized river intake and raw water pumping station will be expanded to supply raw water to both the WRWTP and the proposed WWSP treatment facilities.

The 2017 MPU updates the 2015 WRWTP MPU and addresses these changes. The 2017 MPU has the following key objectives.

1. To define the steps for expanding the existing WRWTP infrastructure to maximize the return on previous investments.
2. To optimize process selection and layout to meet capacity and water quality goals at the expanded WRWTP.
3. To strategize near- and long-term plant expansion for a 20-year planning horizon and cash-flow to guide future financial planning.
4. To ensure that WWSP-related facilities, including raw water pumping, surge protection, and standby power infrastructure, do not prevent the cities of Wilsonville and Sherwood from meeting their ultimate build-out demands for the existing WRWTP on the current site.

ES.2 Plant Expansion and Level of Service Goals

In addition to these objectives, levels of service (LOS) goals were used to plan the preliminary site and estimate its construction and operations costs.

Municipal utilities in the United States and elsewhere commonly use LOS goals to evaluate systems and operations. LOS goals can be defined in terms of the customer’s experience of utility service and/or technical standards based on professional expertise of utility staff.

LOS goals can guide investments in maintenance, repair, and replacement. For new assets, they can be used to set design criteria and prioritize needs. Using a structured decision-making process that incorporates LOS goals helps a utility reach desired service objectives and minimize life-cycle costs.

The LOS goals address only the facilities required to operate the expanded WRWTP and do not apply to City infrastructure outside of the WTP fence line. The goals were first developed with participants of the 2015 MPU during a project workshop and adopted by the participants’ governing bodies. These LOS goals, which were revisited and re-confirmed during a 2017 MPU workshop, are shown in Table ES.1.

Table ES.1 Cities of Wilsonville and Sherwood Treatment LOS Goals

LOS Goal	Regional Event (Seismic)	Local Event (Non-Seismic)
“Following a W catastrophic event ...	2,500 year	Per occurrence
...within X days/weeks of the event...	48 hours	14 days
...deliver Y % of average day demand...	50% of nameplate capacity	100% of nameplate capacity
...with Z water quality.”	Potable (at minimum regulatory requirement)	Potable (at plant's intended treatment processes and procedures)

As stated in Table ES.1, 48 hours after a 2,500-year regional (seismic) event, 50 percent of the nameplate treatment plant production capacity will be available, with potable water quality that meets minimum regulatory requirements. Within 14 days of a local (non-seismic) event, 100 percent of the nameplate production capacity will be available with potable water quality at the plant's intended treatment processes and procedures.

The costs for achieving these LOS goals were developed and confirmed to fall within the cities’ affordability and risk tolerances. We recommend these LOS goals continue to guide the WRWTP planning efforts.

ES.3 Existing Facilities and Operational Performance

When the 2006 WRWTP Master Plan was completed approximately four years after plant start-up, the City of Wilsonville was the only consumer of WRWTP finished water. In mid-2012, the City of Sherwood started using finished water from the WRWTP as its primary supply. To meet the demands of both cities, the plant went from operating on a daily start/stop basis for 8 to 16 hours per day depending on demand to operating 24 hours per day, year-round. Since the hours of operation impact plant operations and the expanded plant will continue to operate

continuously, the plant performance data evaluated for this Master Plan Update was limited to 2012 through 2014, as included in the 2015 MPU. No additional plant performance data was analyzed as part of this 2017 MPU.

The 2015 MPU review of plant performance data demonstrates exceptional operational performance for turbidity removal, disinfection levels, total organic carbon (TOC) removal, and low disinfection by-product (DBP) formation. The extremely narrow range between the 5 and 95 percentile value for key water quality parameters such as turbidity, pH, and chlorine residual is a testament to the plant's robust design and its operators' attention to continuous optimal performance.

ES.4 Historical Raw and Finished Water Quality

Raw water quality data from May 2006 through 2014 was collected, reviewed, and compared to the data in the 2006 Master Plan and 2015 MPU. The trace-level contaminants detected in the raw water have not been detected in the finished water and were therefore assumed to be removed through the treatment processes.

The historical finished water quality data confirms that the plant consistently surpasses existing finished water regulatory requirements. The high-quality source water and robust treatment process result in excellent finished water quality delivered to customers. With only minor modifications, the current treatment processes are expected to continue to meet future regulatory requirements.

ES.5 Existing Infrastructure

The 2017 MPU offers additional electrical, seismic, and life-safety assessment for the WRWTP.

ES.5.1 Electrical Supply and Distribution CIP

To meet the 2022 site capacity of nominally 20 mgd, the plant's electrical supply and distribution system will need significant upgrades. Preliminary engineering for the capacity expansion will require detailed analysis of electrical supply alternatives, including backup power requirements. Improving the "backbone" of electrical and standby power is recommended in parallel with the expansion project.

ES.5.2 Seismic Evaluation CIP

The preliminary structural analysis identified both structural and non-structural vulnerabilities that may affect plant performance in a regional catastrophic seismic event. This 2017 MPU recommends including seismic retrofits to minimize infrastructure downtime and ensure plant performance after a catastrophic event.

ES.5.3 Life-Safety Evaluation CIP

The preliminary life-safety analysis identified issues about building code compliance and structural improvements. This 2017 MPU recommends modifications to support worker safety after a catastrophic seismic event.

ES.6 WRWTP Expansion CIP

Projected demand was submitted by the cities of Wilsonville and Sherwood based on each city's planning studies. To meet the cities' combined day demand of 30 mgd by 2036 as shown in Figure ES.1, this 2017 MPU recommends the following expansion and phasing:

- Preliminary design of the near-term expansion will likely begin in 2019 to bring WRWTP capacity from 15 mgd to 20 mgd by 2022.
- Total raw water intake capacity for both WRWTP and WWSP will be between 80 mgd and 84 mgd by 2026.
- Preliminary design of the 30 mgd expansion will likely begin in 2032 to bring the nameplate capacity of the WRWTP from 20 mgd to 30 mgd by 2036.
- Capacity expansion projects should be completed two years before the capacity is needed to allow flexibility. The 20 mgd capacity expansion will be completed in 2022 and the 30 mgd capacity expansion in 2036.

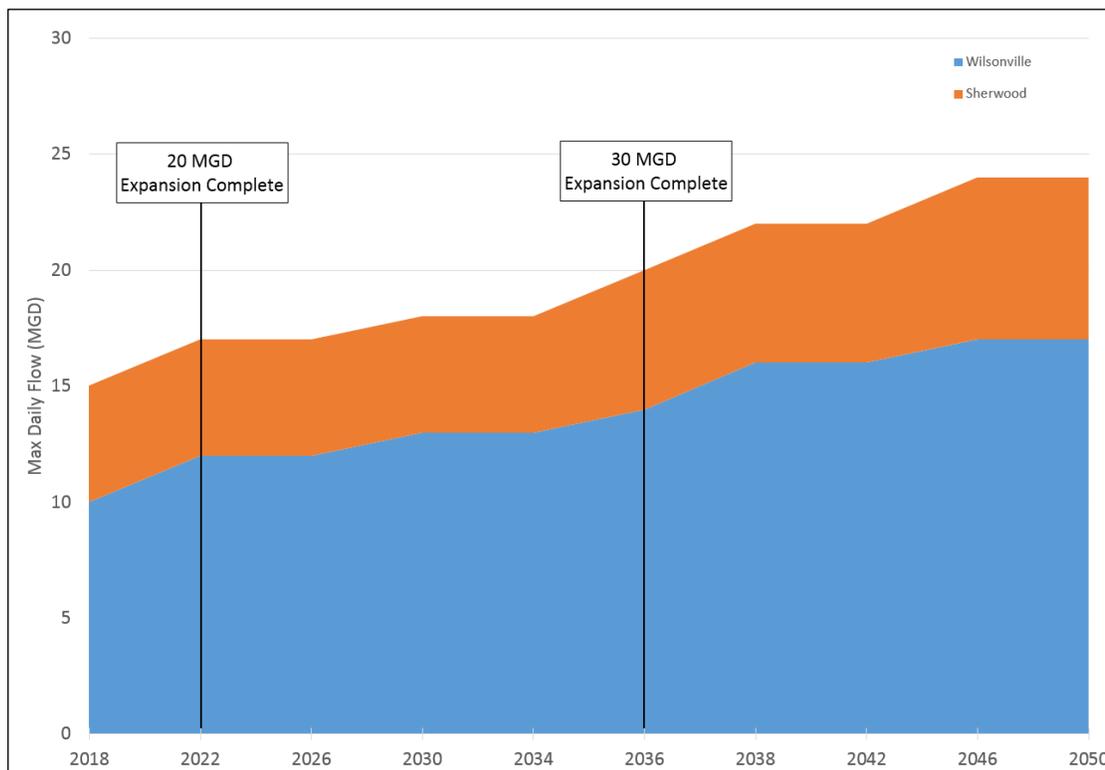


Figure ES.1 WRWTP Capacity Projections and Recommended Expansion Phasing

ES.6.1 20-MGD Expansion CIP

As outlined in the 2015 MPU, rather than constructing additional basins, the existing treatment processes will be updated for the 20 mgd WRWTP expansion. For the primary treatment processes, the uprating will include the following.

- Increasing the Actiflo® flow rate from 7.5 mgd per basin to 10 mgd per basin.
- Increasing the ozonation basin flow rate from 7.5 mgd per basin to 10 mgd per basin. This will decrease the ozone contact time from 15 to 11 minutes, which still allows sufficient contact time for 1-log *Cryptosporidium* inactivation, provided increased levels of ozone can be dosed in the contactor.
- Increasing the filtration rate to a nominal rate of 5.7 gpm/sf and a maximum rate of 7.5 gpm/sf when one filter is off-line, and to a nominal rate of 7.5 gpm/sf and a maximum

rate of 10 gpm/sf when one basin is offline. This increased filtration rate will require approval from OHA prior to increasing plant capacity. To support OHA approval, a full-scale pilot study should be conducted in which the filtration rate is gradually increased and water quality is closely monitored.

Figure ES.2 depicts the site layout following completion of the 20-mgd capacity expansion.

ES.6.2 30-MGD Expansion CIP

The following two alternatives were considered for the 30 mgd expansion.

1. Install one additional process train: 1 Actiflo® basin, 1 ozone basin, and 2 filters.
2. Install two additional treatment process trains: 2 Actiflo® basins, 2 ozone basins, and 4 filters.

Both alternatives would need to meet the LOS goal after a regional seismic event. However, Alternative 1 would have limited treatment rates during equipment maintenance. For example, during filter backwash, the maximum filtration rate of 12 gpm/sf would limit finished water production to 8 mgd. Conversely, the capital and operating costs required for Alternative 2 make it undesirable because it raises rates for Wilsonville and Sherwood residents. Therefore, we recommend that the WRWTP construct Alternative 1 and identify an additional water supply to meet the LOS goal after a regional seismic event.

Using Alternative 1, the 30 mgd expansion requires the following major construction projects:

- One Actiflo® basin.
- One ozonation basin.
- Two filters.
- One 35-foot diameter gravity thickener.

Figure ES.3 depicts the site layout for the 30-mgd capacity expansion. As recommended in the 2015 MPU, space dedicated for future AOP processes (such as UV treatment) improves the ability of the expanded WRWTP to treat constituents of emerging concern.

ATTACHMENT A

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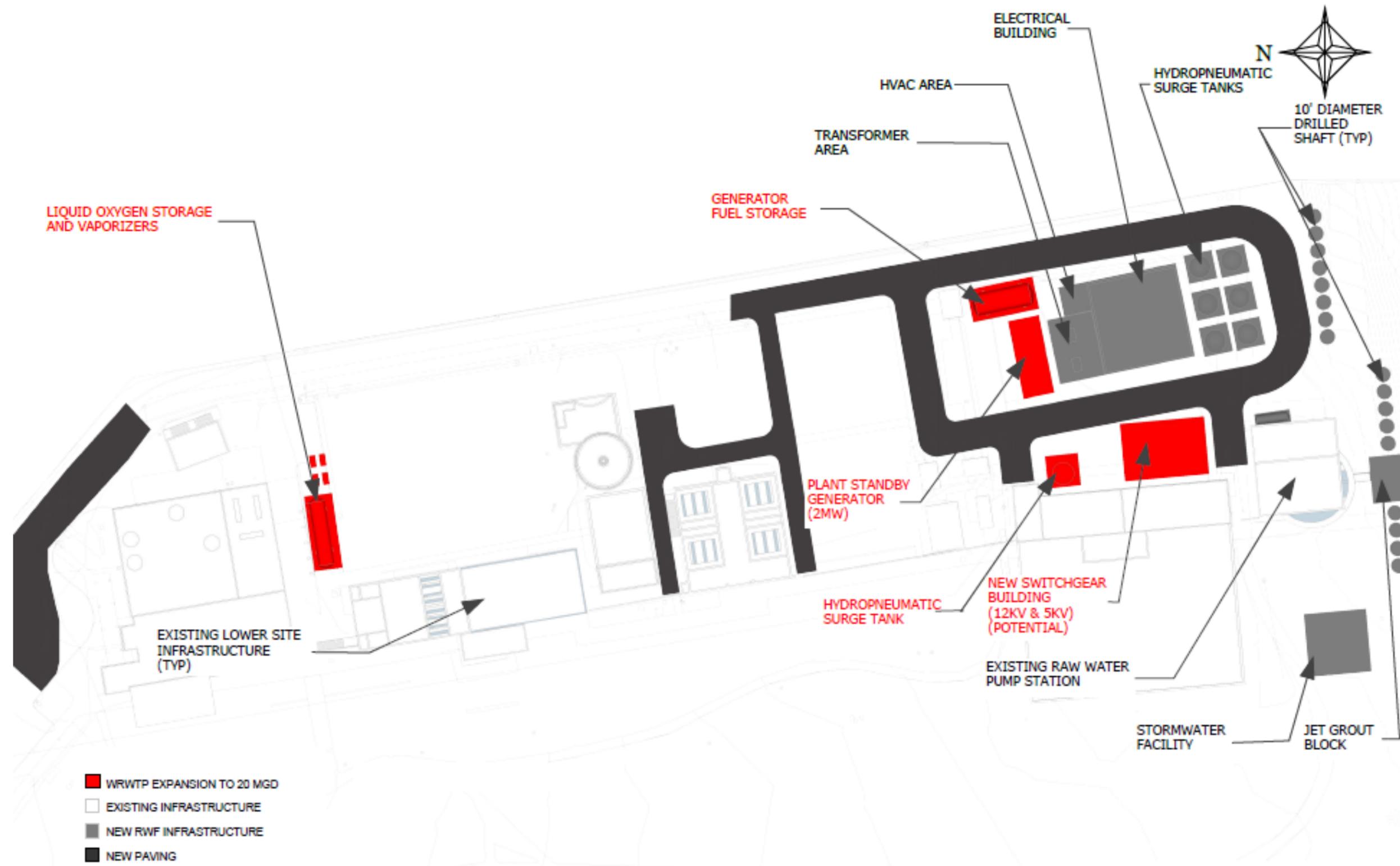


Figure ES.2 Site Plan – 20-MGD Capacity Expansion

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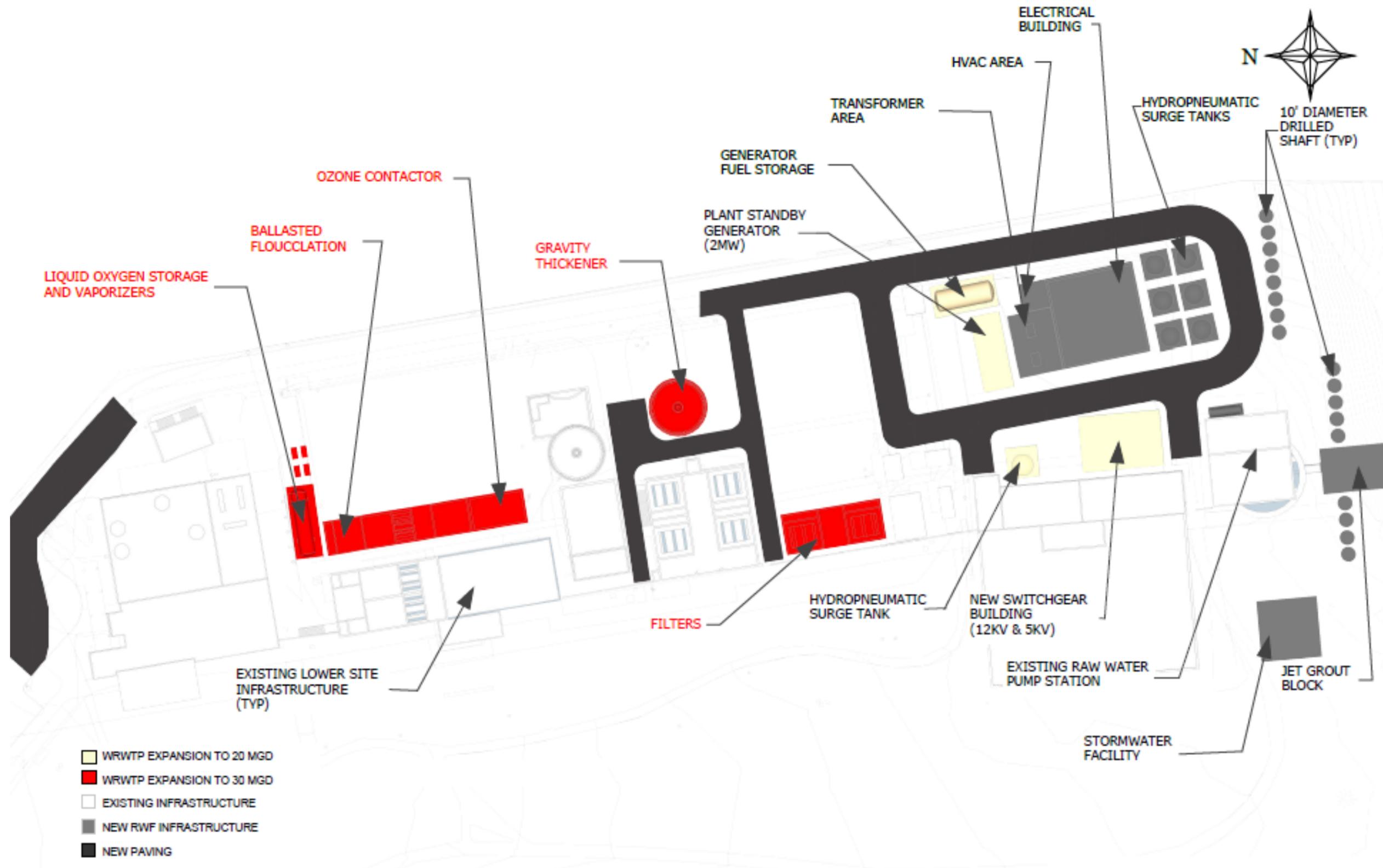


Figure ES.3 Site Plan – 30-MGD Capacity Expansion

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ES.6.3 Electrical Expansion CIP

The electrical system is loaded above 80 percent of listed capacity and is considered overloaded. Additionally, the existing emergency generator is not connected to all WRWTP equipment; for example, it is wired only to Actiflo® Basin 2. Furthermore, its capacity is sufficient only to power the 4 mgd raw and finished water pumps.

We recommend that the plant upgrade its existing electrical equipment that as part of the 20 mgd expansion to ensure that service is not interrupted by electrical fault. The following upgrades are recommended:

- **Replace switchgear** with 15-KV metering switchgear and 5 KV transformer, which should be sufficient to power the WRWTP through 60 MGD
- **Replace emergency generator** with a 2-MW generator wired directly to the 15-KV metering switchgear. This will allow all plant equipment run on the emergency generator.
- **Rewire plant** to connect all finished water pumps to the 5-V transformer/switchgear. This will leave sufficient capacity on the remaining transformers to power the rest of the plant.

ES.6.4 Repair and Replacement CIP

In addition to the seismic and life-safety CIP, the WRWTP requires ongoing maintenance/repair and replacement (R&R) of its existing infrastructure to meet service goals. This 2017 MPU summarizes repair and replacement projects for the next 20 years.

ES.7 CIP Approach and Schedule

The existing WRWTP must be expanded to 20 mgd by 2022 and to 30 mgd by 2036.

Table ES.2 breaks down the capital costs for the two expansions and related repair and replace projects, electrical equipment upgrades, life safety repairs, and seismic retrofits necessary to maintain plant operation. Table ES.3 details repair and replace projects by year and dollar amount. The CIP cost estimates are classified as American Association of Cost Engineers (AACE) Class 4 or Class 5 estimates. The Class 4 estimates have an expected level of accuracy of +50% to -30%. The Class 5 estimates have an expected level of accuracy of +100% to -50%. Figures ES.4 and ES.5 depict the near term and total CIP costs, respectively, as broken down by project.

Table ES.2 Estimated CIP Costs (2017 Dollars)

Project	Cost ⁽¹⁾	% Water Operations	% SDCs
20 mgd Expansion	\$3,700,000	--	100%
30 mgd Expansion	\$38,640,000	--	100%
Life Safety Repairs	\$620,000	100%	--
Seismic Retrofits	\$1,160,000	100%	--
Electrical Upgrades	\$11,090,000	100%	--
Operations - Repair and Replace	\$19,180,000	100%	--

Notes:

(1) Includes 15% design fee and 10% administrative cost.

(2) All costs are rounded up to nearest \$10,000.

ATTACHMENT A

Table ES.3 Operations – Repair and Replace Estimated CIP Cost (2017 Dollars)

Repair and Replace Year	Cost ⁽¹⁾	% Water Operations	% SDCs
2019	\$2,030,000	100%	--
2020	\$1,430,000	100%	--
2021	\$20,000	100%	--
2022	\$4,490,000	100%	--
2023	\$20,000	100%	--
2024	\$20,000	100%	--
2025	\$20,000	100%	--
2026	\$20,000	100%	--
2027	\$5,220,000	100%	--
2028	\$20,000	100%	--
2029	\$20,000	100%	--
2030	\$20,000	100%	--
2031	\$20,000	100%	--
2032	\$2,480,000	100%	--
2033	\$20,000	100%	--
2034	\$20,000	100%	--
2035	\$20,000	100%	--
2036	\$3,400,000	100%	--

Notes:

(1) Includes 10% administrative cost.

To meet growing water demand from Wilsonville and Sherwood, the existing WRWTP will first be expanded to a capacity of 20 mgd, followed by an expansion to 30 mgd near the end of this planning horizon. Table ES.4 summarizes a preliminary and final design and construction schedule.

Table ES.4 WRWTP Expansion Design and Construction Schedule

Project	Approx. Service Year	Duration (Months)		Start Date
		Design	Construction	
20 MGD Capacity Expansion	2022	12	18	2019
Electrical Upgrades	2022	12	12	2019
Life Safety Repairs	2022	6	6	2020
Seismic Retrofits	2022	6	6	2020
30 MGD Capacity Expansion	2036	12	24	2033
Operations – Repair and Replace				
Year 1	2018	0	0	--
Year 2	2019	0	6	2018

ATTACHMENT A

Table ES.4 WRWTP Expansion Design and Construction Schedule (Continued)

Project	Approx. Service Year	Duration (Months)		Start Date
		Design	Construction	
Year 3	2020	0	6	2019
Year 4	2021	0	3	2021
Year 5	2022	6	9	2020
Year 6	2023	0	3	2023
Year 7	2024	0	3	2024
Year 8	2025	0	3	2025
Year 9	2026	0	3	2026
Year 10	2027	0	9	2026
Year 11	2028	0	3	2028
Year 12	2029	0	3	2029
Year 13	2030	0	3	2030
Year 14	2031	0	3	2031
Year 15	2032	0	9	2032
Year 16	2033	0	3	2033
Year 17	2034	0	3	2034
Year 18	2035	0	3	2035
Year 19	2036	0	12	2035

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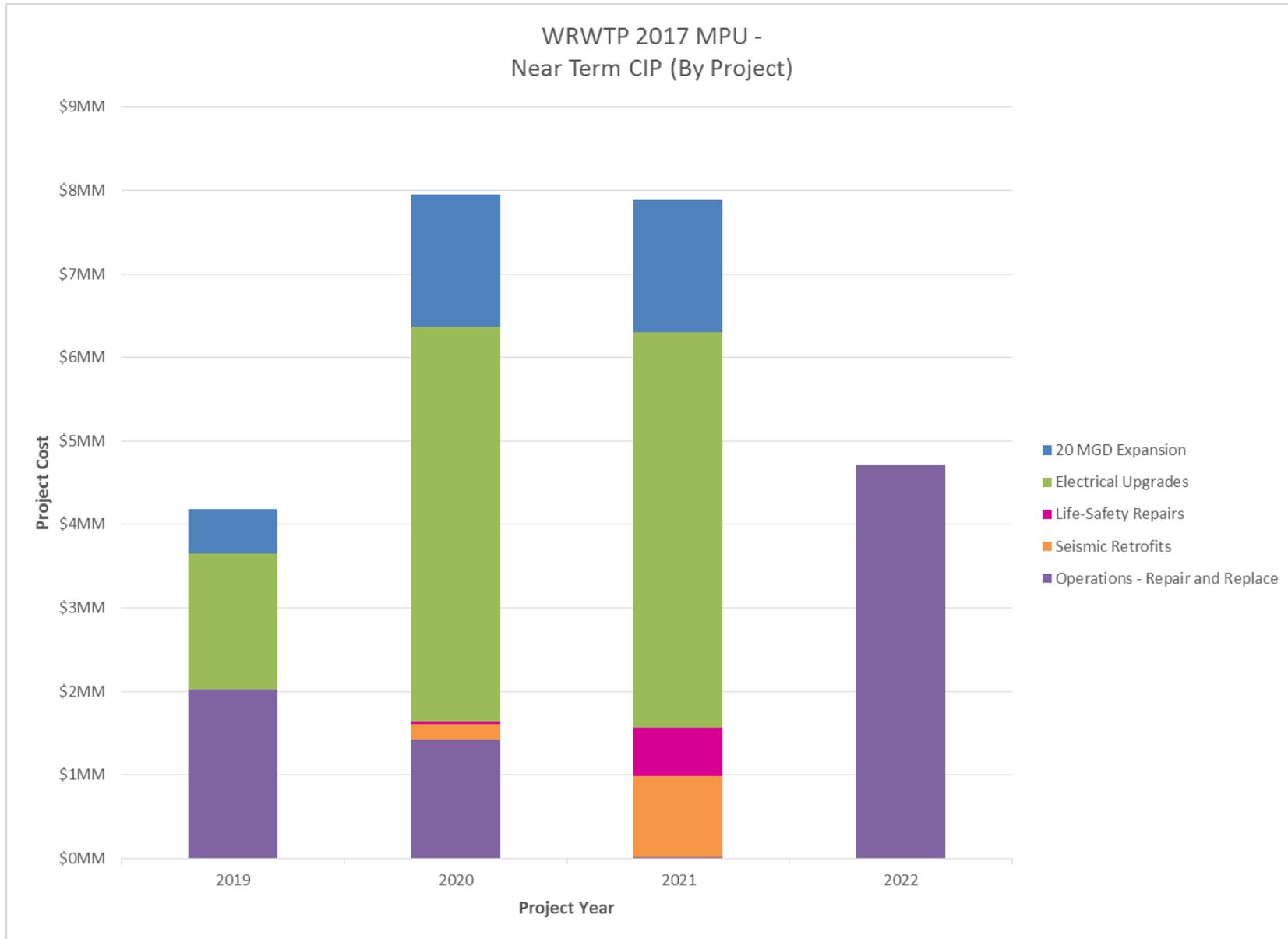


Figure ES.4 RWTP Near-Term CIP Costs by Project (2017 Dollars)

ATTACHMENT A

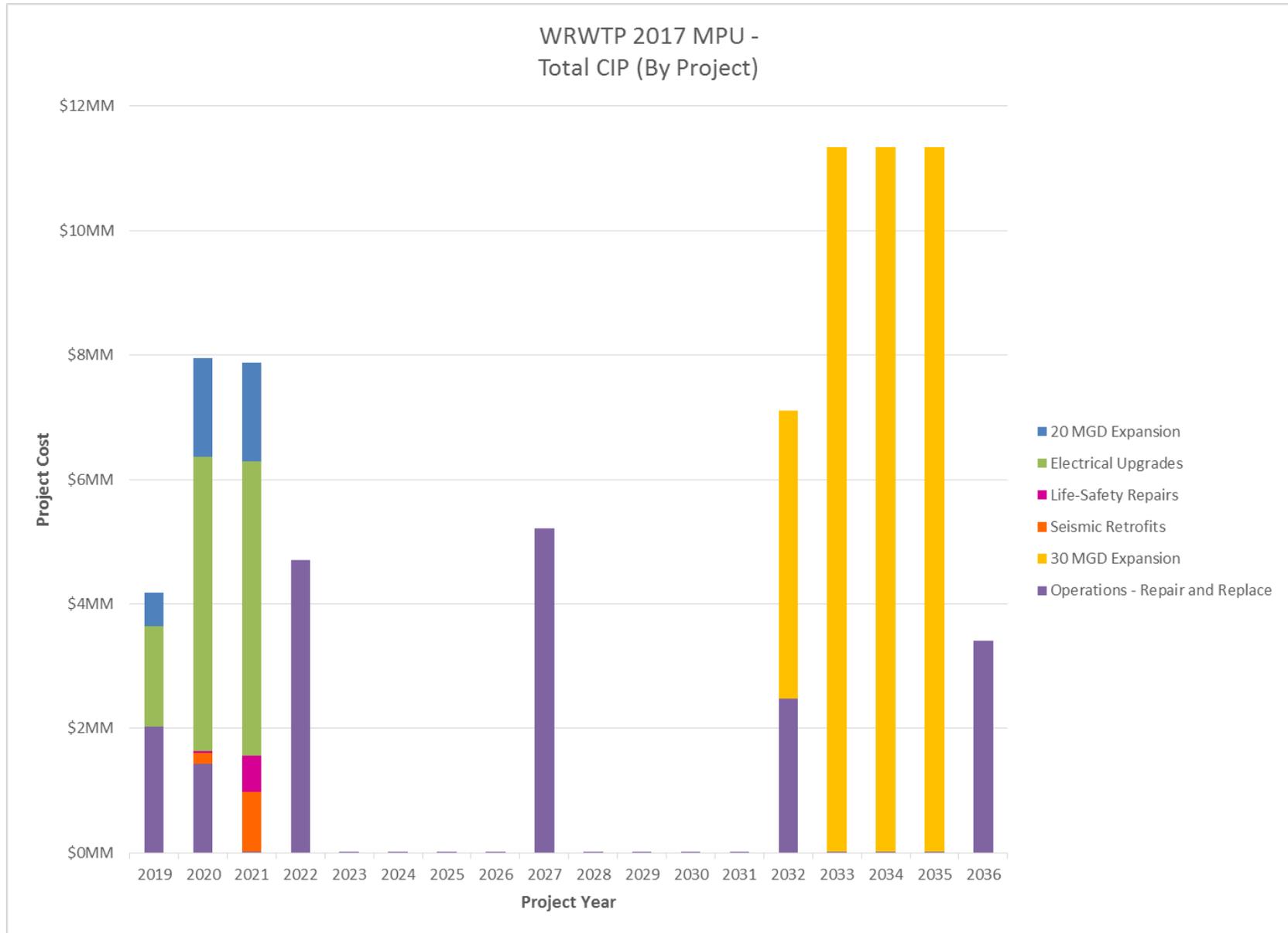


Figure ES.5 WRWTP Total CIP Costs by Project (2017 Dollars)

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The final project document chapters and appendices in their entirety
are here:

www.ci.wilsonville.or.us/WTPMPupdate

CONCLUSIONARY FINDINGS

STATEWIDE PLANNING GOALS

Statewide Planning Goal #1 - Citizen Involvement (OAR 660-015-0000(1)): *To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

Response: A web page was created specifically to collect comments on the draft 2017 Willamette River Water Treatment Plant Master Plan (the Plan); no public comment was received via the project web page. City staff held a work session with the Planning Commission on December 13, 2017.

The City of Wilsonville has provided notice of public hearings before the Planning Commission consistent with the Planning and Land Development Ordinance requirements. Such notices were posted in the local newspaper, in three locations throughout the City and on the website. In addition, they were mailed to 115 property owners within the City limits and a list of interested agencies. The City has conducted a public involvement process and no major areas of controversy have been identified. At the upcoming public hearing, the public will be afforded an opportunity to provide public testimony to the Planning Commission as part of deliberations on this matter. The City Council will also hold a public hearing on this proposal. **This goal is met.**

Statewide Planning Goal #7 – Areas Subject to Natural Disasters and Hazards (OAR 660-015-0000(7)): *To protect people and property from natural hazards.*

Response: This Plan update includes technical analysis and alternative scenarios for impacts on the Willamette River Water Treatment Plant in a catastrophic seismic event. In addition, the Plan provides recommendations for seismic retrofits to minimize ‘down time’ of existing infrastructure and impact on water quality while ensuring treatment plant performance following a catastrophic seismic event. The adoption of this Plan will identify projects that will help minimize the risk of water treatment disruption and maintenance of safe water quality for the City of Wilsonville customers and its regional partners. **This goal is met.**

Statewide Planning Goal #11 – Public Facilities and Services (OAR 660-015-0000(11)): *It is the purpose of Goal 11 to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. Cities are required to develop public facilities plans for their UGBs.*

Response: This proposal will update the Willamette River Water Treatment Plant Master Plan, which documents the current condition of the water system, predicts future demand, and evaluates the cost and timing of necessary operational, maintenance, and capital improvements over the next 20 years. **This goal is met.**

COMPREHENSIVE PLAN

In recognition of Statewide Planning Goals and to provide a framework for development of water treatment facilities, the following policy and implementation measures have been established:

GOAL 1.1 To encourage and provide means for interested parties to be involved in land use planning processes, on individual cases and City-wide programs and policies.

Policy 1.1.1 The City of Wilsonville shall provide opportunities for a wide range of public involvement in City planning programs and processes.

Response: On December 13, 2017, the Planning Commission held a work session on the purpose and technical summary in the proposed update to the Willamette River Water Treatment Plant Master Plan. Public notice of the public hearings was mailed to all property owners within 250' of the site as well as to agencies and interested individuals. **The above criteria are supported by the Planning Commission process.**

Implementation Measure 1.1.1.a Provide for early public involvement to address neighborhood or community concerns regarding Comprehensive Plan and Development Code changes. Whenever practical to do so, City staff will provide information for public review while it is still in "draft" form, thereby allowing for community involvement before decisions have been made.

Response: The Planning Commission practice is to conduct a minimum of one work session per legislation agenda item allowing for early involvement into the proposed concepts. This item has had numerous work sessions. This item was last discussed at the Planning Commission meeting on December 13, 2017. Draft versions of the proposed Master Plan have been available in paper and digital form, as well as on the city web site. **This criterion is met.**

Implementation Measure 1.1.1.e Encourage the participation of individuals who meet any of the following criteria:

- 1. They reside within the City of Wilsonville.*
- 2. They are employers or employees within the City of Wilsonville.*
- 3. They own real property within the City of Wilsonville.*
- 4. They reside or own property within the City's planning area or Urban Growth Boundary adjacent to Wilsonville.*

Response: Through the work-sessions, public notification and public hearing schedule, the City has encouraged the participation of a wide variety of individuals addressing the groups listed above. **This criterion is met.**

Implementation Measure 1.1.1.f Establish and maintain procedures that will allow any interested parties to supply information.

ATTACHMENT B

Response: The established procedures, public notification process and enhanced city web site notifications all allow interested parties to supply information. The City's Citizen Request Module (CRM) provides another venue for citizens to comment on projects. **This criterion is satisfied.**

GOAL 1.2: For Wilsonville to have an interested, informed, and involved citizenry.

Policy 1.2.1 The City of Wilsonville shall provide user-friendly information to assist the public in participating in City planning programs and processes.

Response: Through the work session schedule, public hearing notices, available Planning Commission meeting minutes and project documents on the city web site, the City has informed and encouraged the participation of a wide variety of individuals. **This criterion is met.**

GOAL 3.1: To assure that good quality public facilities and services are available with adequate capacity to meet community needs, while also assuring that growth does not exceed the community's commitment to provide adequate facilities and services.

Policy 3.1.1 The City of Wilsonville shall provide public facilities to enhance the health, safety, educational, and recreational aspects of urban living.

Response: The purpose of this Master Plan update is to document existing conditions and demand of the Water System, incorporate Level of Service goals from the 2015 Willamette River Water Treatment Plant Master Plan, address capacity expansion strategies, identify repairs, replacements, and upgrades, and develop an implementation plan in order to provide for future growth. The Plan recommends improving electrical and power supply, seismic retrofits, phasing capacity expansion in 2022 and 2036, and upgrading equipment to accommodate capacity expansion. **This criterion is met.**

Implementation Measure 3.1.1.a The City will continue to prepare and implement master plans for facilities/services, as sub-elements of the City's Comprehensive Plan. Facilities/services will be designed and constructed to help implement the City's Comprehensive Plan.

Response: The City is proposing this Master Plan update in order to carry out and be consistent with the policies of the Comprehensive Plan. In order to keep up with growth and development, the plan recommends a two-phase capacity expansion by 2036 and upgrading/replacing aging equipment and infrastructure. **This criterion is satisfied.**

Policy 3.1.4 The City of Wilsonville shall continue to operate and maintain the wastewater treatment plant and system in conformance with federal, state, and regional water quality standards.

Response: The proposal will establish level of service goals to ensure the facility's equipment and operation conform to federal, state and regional water quality standards as more growth and development occur. **This criterion is satisfied.**

Implementation Measure 3.1.4.c Based on the service capacity and the permit monitoring

ATTACHMENT B

program, the City shall plan and appropriately schedule future expansions of the wastewater treatment plant

Response: The proposal includes the existing capacity and operational performance of the waste Water Treatment Plant, capacity and demand projections, and recommendations for future expansion phasing. The first phase of expansion is scheduled to be completed by 2022 and the second phase is scheduled to be completed by 2036. **This criterion is satisfied.**

Policy 3.1.5 The City shall continue to develop, operate and maintain a water system, including wells, pumps, reservoirs, transmission mains and a surface water treatment plant capable of serving all urban development within the incorporated City limits, in conformance with federal, state, and regional water quality standards. The City shall also continue to maintain the lines of the distribution system once they have been installed and accepted by the City.

Response: The City has continued to operate and maintain the existing water system consistent with Federal, State and Regional Water quality standards and is working on improving the system by updating the Willamette River Water Treatment Plant Master Plan. In general, the current condition of the Wilsonville distribution, treatment and storage infrastructure is very good. No major pressure or volume deficiencies were identified and there are currently no major facility deficiencies. However, a large excess capacity does not exist either, and increased capital, and operation and maintenance spending will be needed to keep pace with growth in order to avoid future deficiencies. **This criterion is met.**

Implementation Measure 3.1.5.a The City shall review and, where necessary, update the Water System Master Plan to conform to the planned land uses shown in the Comprehensive Plan and any subsequent amendments to the Plan.

Response: This purpose of this proposal is to update the Water Treatment Plant Master Plan. Therefore, **this criterion is met.**

GENERAL CONCLUSIONARY SUMMARY OF FINDINGS

- The Willamette River Water Treatment Plant Master Plan is consistent with the City's Comprehensive Plan goals and policies.
- In general, the current condition of the Water Treatment Plant distribution, treatment, and storage infrastructure is very good.
- Future demand and growth are based on analysis of the actual demand growth from 2000 to 2010.
- Approval of the Master Plan extends the planning period to 2036.
- The City has more than adequate water resources (e.g., water rights) to meet all estimated future demands for a build-out population of 52,400.
- The Capital Improvement Plan includes projects for two future expansions, electrical upgrades, repair and replacement.
- Biggest concerns are keeping up with growth, addressing aging infrastructure, and improvement seismic resiliency.

ATTACHMENT B

- Plan recommends improving electrical and power supply in parallel with the next expansion project.
- Plan recommends seismic retrofit to minimize impact on plant performance during following a catastrophic event.
- Plan recommends capacity expansion and phasing strategy to complete expansion by 2022 and 2036
- Plan recommends continuing to use Level of Service goals adopted in the 2015 Master Plan Update.
- Plan recommends addressing issues related to building code or structural improvement requirements to protect worker safety following a catastrophic seismic event.

As is evidenced by the staff report and findings contained herein, the proposal to update the City's Water System Master Plan is consistent with the applicable statewide planning goals and criteria contained in the Comprehensive Plan.

ATTACHMENT C

Attachment C: Full version of the Water Treatment Plant 2017 Master Plan Update access:

www.ci.wilsonville.or.us/WTPMUpdate



PLANNING COMMISSION
WEDNESDAY, FEBRUARY 14, 2018

III. INFORMATIONAL

A. City of Wilsonville Tree Inventory



Assessing our trees

Corey Buchanan

Wednesday, January 31, 2018

Public Works interns survey street trees in Wilsonville to better understand the health of the community's urban canopy



SPOKESMAN FILE PHOTO - Street trees, those growing outside city parks and private property, were inventoried across the city as part of a project lead by interns at Public Works. This century-old white oak was once located on the Failmezger farm near Boeckman.

No matter if temperatures surged above 100 degrees or if rain soaked the city, Josh Seekatz and Andrew Sheehan could be spotted meandering Wilsonville streets, staring intently at trees and jotting down notes. Starting in July and finishing just before Christmas, the two Public Works Department interns spent much of their workdays surveying over 24,000 street trees — 274 species in all. They then compiled the data and delivered a comprehensive presentation to Wilsonville City Council during a January work session.

During the project, the duo recorded trees' species, genera and families as well as their height and trunk diameter and jotted down any damages to city utilities caused by trees. They also distilled neighborhood-specific data.

The interns found that 88 percent of the trees in Wilsonville are healthy while 9 percent are stressed and 1 percent are dead. Also, they found 1,139 instances of sidewalk damage and 3,604 instances of utility conflicts caused by street trees. Examples of street tree damage include trees that cover storm drainage and cause curbs to crack or lift.

Only 75 percent of the trees in Villebois are healthy while 19 percent are stressed; 80 percent of trees are healthy and 16 percent are stressed in Wilsonville's town center, and 98 percent of trees are healthy in Charbonneau.

Other trivia included in the study: red maples are the most prevalent trees; 32 percent of Douglas firs are over 90 feet tall; soapberrys are the most common tree family; maples are the most common genera; there are about 40 palm trees in Wilsonville; there's a single sycamore tree above 90 feet tall; the tallest tree is 160 feet; 45 percent of trees are less than 20 feet tall while about 1 percent rise above 100 feet.

And the iTrees application created by the United States Forest Service calculated that \$622,148 in energy, carbon, air quality and stormwater benefits are the product of street trees in Wilsonville.

"You input the tree data —the species, diameter and height — and things like that and then they have formulas built into the program that analyze that and then provide benefits for the trees based off that information," Sheehan said.

They did not analyze yard trees or trees in natural areas and say the benefits of those trees are likely much greater than the street trees.

"Realistically our urban canopy is providing two to ten times the number of benefits including natural areas and parks," Seekatz said.

Public Works Director Delora Kerber said the City of Wilsonville is undergoing an assessment of city assets and the tree survey is a part of that process.

Councilor Charlotte Lehan says the City hopes to use the data to plant trees in the right places and to refrain from planting problematic trees.

"It would give us a certain amount of data that this tree is continuing to be a problem for these reasons or this neighborhood had the wrong tree planted," councilor Charlotte Lehan said.

Wilsonville City Manager Bryan Cosgrove added: "If we deem a street tree as problematic we could put it on our 'do not plant' list."

After the presentation, Wilsonville personnel praised Seekatz and Sheehan for their hard work.

"This is great data for us and the program; the internship program is going to be extremely valuable and provides good work experience. We appreciate the good work," Cosgrove said.

Seekatz and Sheehan converged from dissimilar backgrounds.

Seekatz studied botany at University of Puget Sound and worked on habitat restoration while Sheehan has a geographic information system expertise and worked for Clackamas County and TriMet before earning the internship. Before the project, the interns didn't have extensive knowledge about trees and so had to study them before diving into the data collection phase.

"I think it's been a great learning experience. I didn't have much experience with tree identification because that wasn't my background but I learned a lot doing this project," Sheehan said.

After they finish the internship in the next month, Seekatz hopes to focus on ecological conservation and would like to conduct similar surveys while Sheehan would like to continue working with municipal governments.

Whether they're driving around town or walking through a forest, from now on, they will have considerable knowledge to inundate companions with tree-related information.

"I'm pretty annoying on hikes," Seekatz said.



SPOKESMAN PHOTO: COREY BUCHANAN - Wilsonville Public Works interns Josh Seekatz and Andrew Sheehan surveyed street trees in Wilsonville and presented their findings at a work session.



III. INFORMATIONAL

B. Southbound I-5 Boone Bridge Auxiliary Lane Study (Kraushaar)



PLANNING COMMISSION WORK SESSION STAFF REPORT

Meeting Date: February 14, 2018	Subject: I-5 Wilsonville Facility Plan: Wilsonville Road SB to Canby/Hubbard Interchange Staff Members: Nancy Kraushaar, PE, Community Development Director Department: Community Development	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	Comments: N/A
Staff Recommendation: N/A.		
Recommended Language for Motion: N/A		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COMMISSION:

Staff will provide a briefing on the I-5 Wilsonville Facility Plan.

EXECUTIVE SUMMARY:

ODOT and the City of Wilsonville are partnering to develop an I-5 Wilsonville Facility Plan (Plan). The purpose of this facility plan is to analyze alternatives for adding a southbound auxiliary lane on I-5 from the Wilsonville Road interchange (Exit 283) to the Canby/Hubbard interchange (Exit 282A).

ODOT is conducting technical analysis to evaluate three options for the auxiliary lane. In addition to the technical findings, both ODOT and City staff wish to engage the public in determining the appropriate configuration for this project. If the study determines an auxiliary lane will improve traffic flow and the public supports the project as a future regional transportation investment, the Oregon Transportation Commission (OTC) will consider adopting the Plan. If adopted, ODOT would propose including the project in the Metro 2018 Regional Transportation Plan (RTP). Metro expects to complete the 2018 RTP this year.

The City of Wilsonville is leading the public involvement process for the project and has

contracted with Angelo Planning Group (APG) to support the following activities:

- Technical Advisory Committee meetings with ODOT and Clackamas and Washington County staff;
- An open house hosted by the Planning Commission (in their role as the Committee for Citizen Involvement) along with an on-line open house;
- News releases for distribution by email, the Boones Ferry Messenger, and biweekly updates for the City's web site;
- Four visits to stakeholder groups – the French Prairie Forum, the Chamber of Commerce, and city-wide Homeowners Association presidents, the Oregon trucking industry;
- Briefings to the Planning Commission
- A public hearing at the Planning Commission where they will consider support for the Plan; and
- A public hearing at the City Council where they will consider adopting a resolution supporting the Plan.

DKS Associates has completed the Existing Conditions Memorandum. Areas of analysis presented include:

- Traffic volumes: How many vehicles travel on I-5 within the study area, and how does that vary by time of day?
- Level of service: How well does the freeway operate?
- Travel, reliability, and speed trends: What is a typical travel time through the study area in the PM peak hour? What is the 95th percentile travel time? How do these compare with free-flow travel times? How do travel speeds vary by time of day? How have travel speeds through the area changed over the past three years?
- Intersection operations: How does the I-5 southbound/Wilsonville Road ramp terminal intersection operate today, and what does it mean for southbound on-ramp volumes?
- Crash history: Do the last five years of crash data suggest that there may be safety-related characteristics to consider as the study contemplates improvements?
- Origins and destinations: For traffic originating from I-5 or the Wilsonville Road on-ramp, what percentage of traffic: a) uses Exit 282A, b) uses Exit 292B, or c) continues south on I-5 towards Salem?

Staff will present a summary of the existing conditions to the Planning Commission at their February 14, 2018 meeting.

EXPECTED RESULTS:

The intent of the project is to:

1. Perform technical analysis on options for adding a southbound I-5 auxiliary lane, identifying planning-level benefits and impacts associated with each option.
2. Gather public input on which option best addresses bottlenecks in the study area, improves safety, and meets the needs of local and regional travelers.
3. Create an I-5 Wilsonville Facility Plan documenting the preferred plan for presentation to the Wilsonville City Council for approval by resolution and the Oregon Transportation Commission for adoption as an amendment to the Oregon Highway Plan.

TIMELINE: The consultant team began gathering data and analyzing existing conditions in October 2017. TAC meetings and public involvement began in January 2018. ODOT will

release the draft plan in April 2018 for a 45-day public review period, with an OTC adoption hearing planned for July 2018.

COMMUNITY INVOLVEMENT PROCESS:

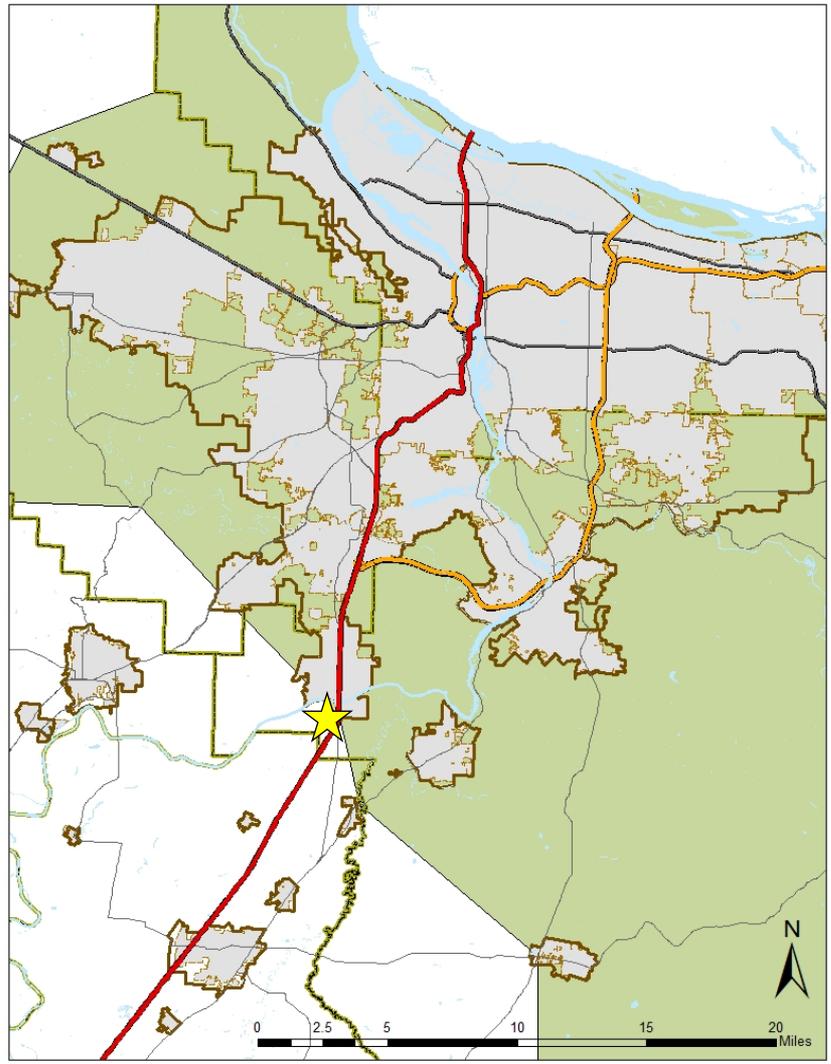
An internal Project Management Team (PMT) staffed by ODOT and the City of Wilsonville will lead the study. A Technical Advisory Committee (TAC) that includes staff from Clackamas and Washington Counties will assist in the technical review and provide their input. City of Wilsonville staff is leading public involvement that includes:

- One or more work sessions with the Planning Commission and City Council,
- Online involvement activities such as virtual open houses on a project website,
- Meetings with stakeholder groups,
- Regular project updates in local media and community news sources.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): A southbound auxiliary lane on I-5 at this location has the potential to reduce merging conflicts and relieve the traffic bottleneck between the Wilsonville Road and Canby/Hubbard interchanges. Expected outcomes include improved safety and reliability for motorists on the I-5 mainline and those using this interchanges to enter or leave Wilsonville. Improved traffic conditions would benefit residents, businesses, and visitors to Wilsonville, as well as travelers or freight making regional or interstate trips.

ATTACHMENTS:

N/A



Planning Commission I-5 Wilsonville Facility Plan Update

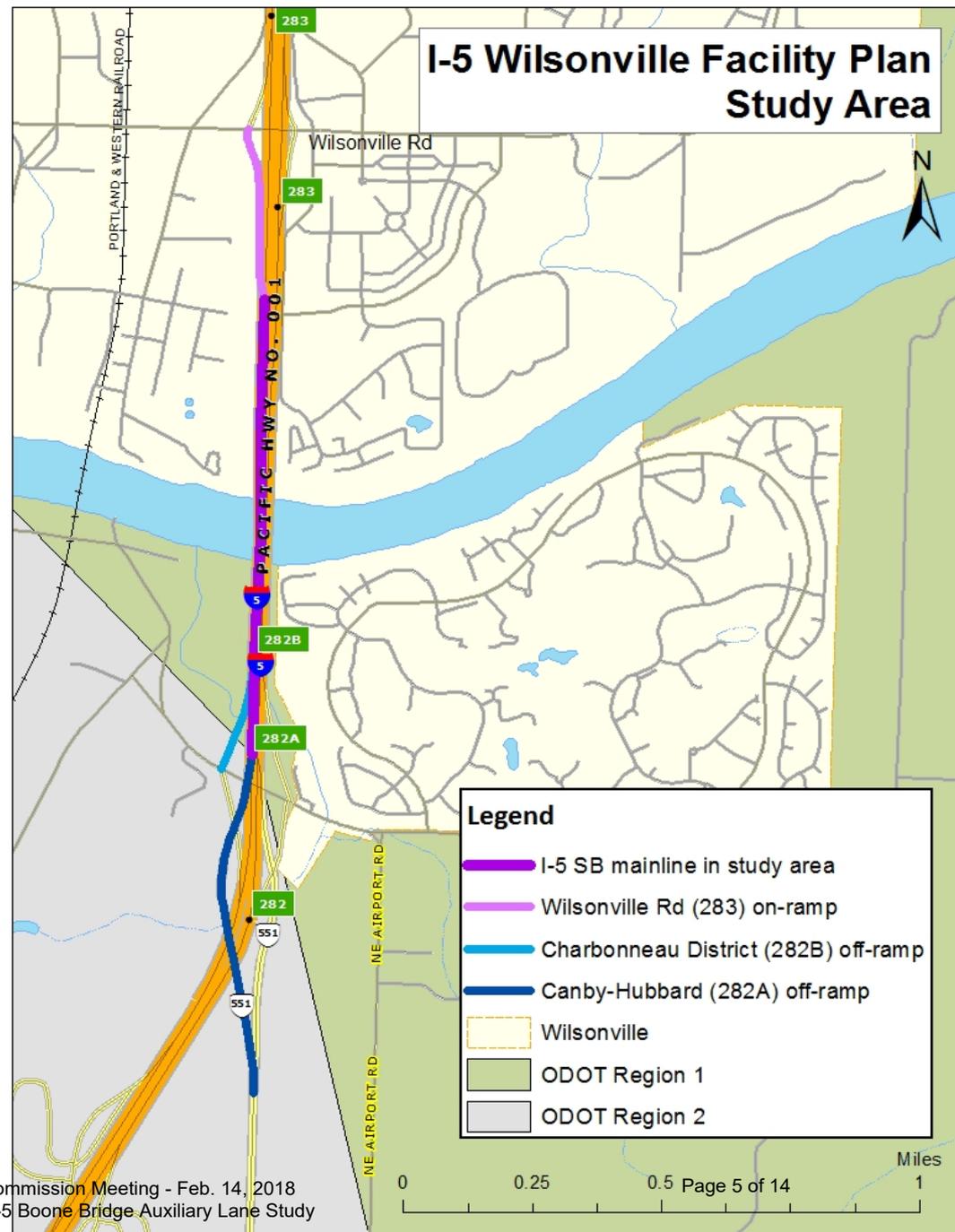
Nancy Kraushaar, PE

Community Development Director

February 14, 2018
Planning Commission Meeting - Feb. 14, 2018
Southbound I-5 Boone Bridge Auxiliary Lane Study

Facility plan purpose

- Manage safety and congestion on I-5 and its interchanges
- Comply with statewide plans
- Ensure the public understands and supports potential investments
- Define the project ODOT will propose for the 2018 Regional Transportation Plan



Policy context

State level: implement statewide transportation plans

- I-5: interstate, NHS route, on national freight network
- Primary function: mobility
- Safe, efficient, higher speed operations for longer-distance trips

Regional level: respond to RTP concerns in corridor

- I-5 designated as a throughway (see cross-section below)
- Identifies peak period congestion, freight reliability as key issues within the study area

Local level: local land uses depend on I-5

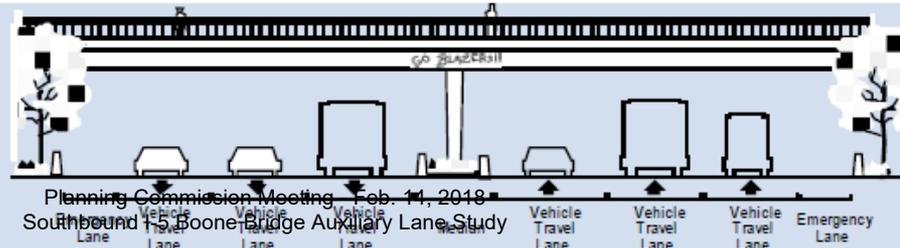
- Area around I-5 has been zoned industrial and commercial, to take advantage of freight access and to reduce truck travel through surrounding neighborhoods

THROUGHWAYS

Interstate/
regional

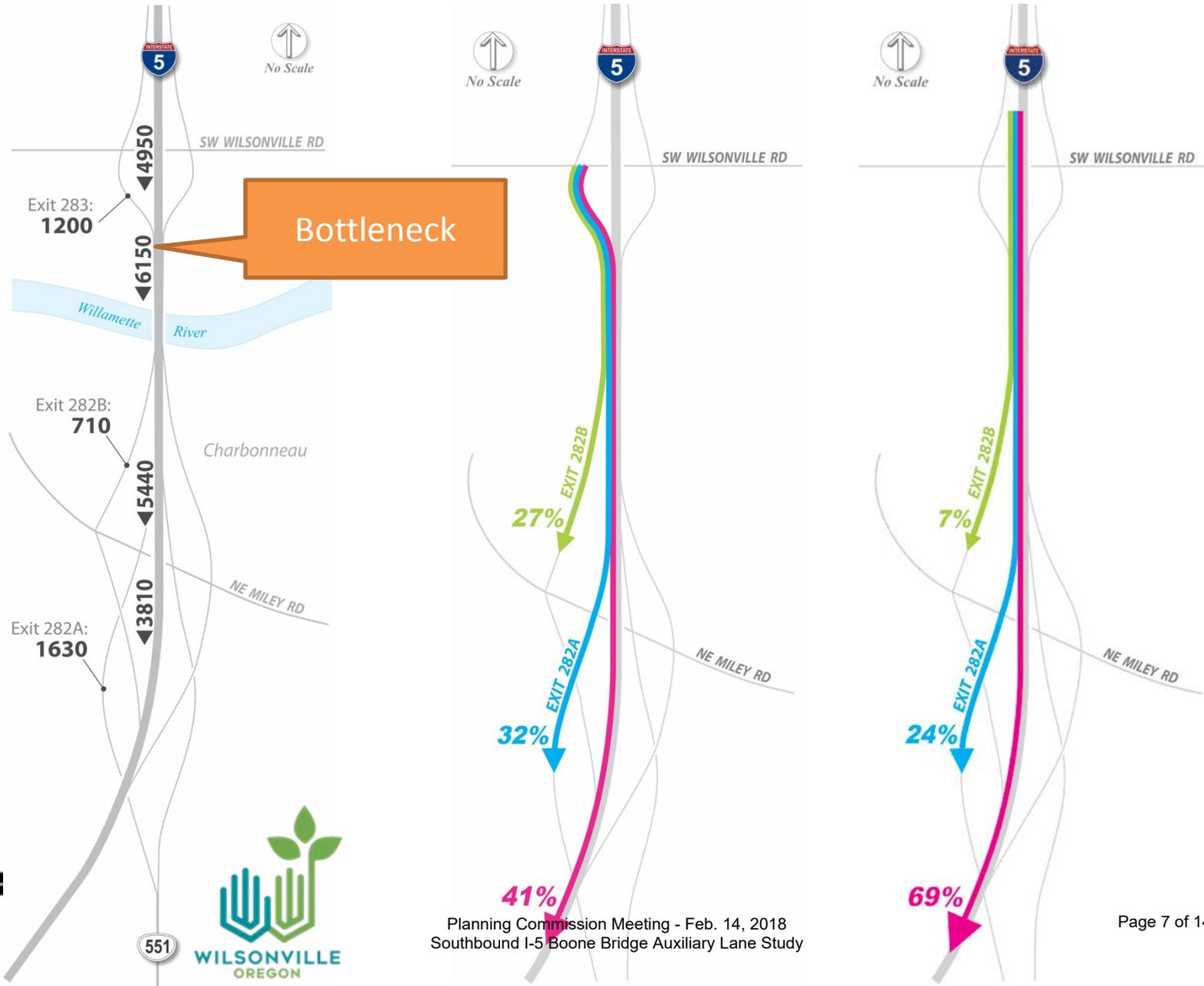
Throughway
(Freeway)

Principal
arterial



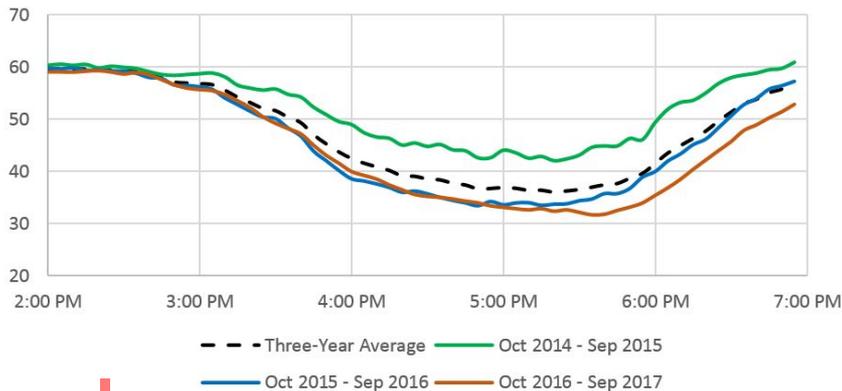
6 through
lanes (plus
auxiliary lanes)
with grade
separated
interchanges

Existing conditions: PM peak hour volumes, origins, & destinations



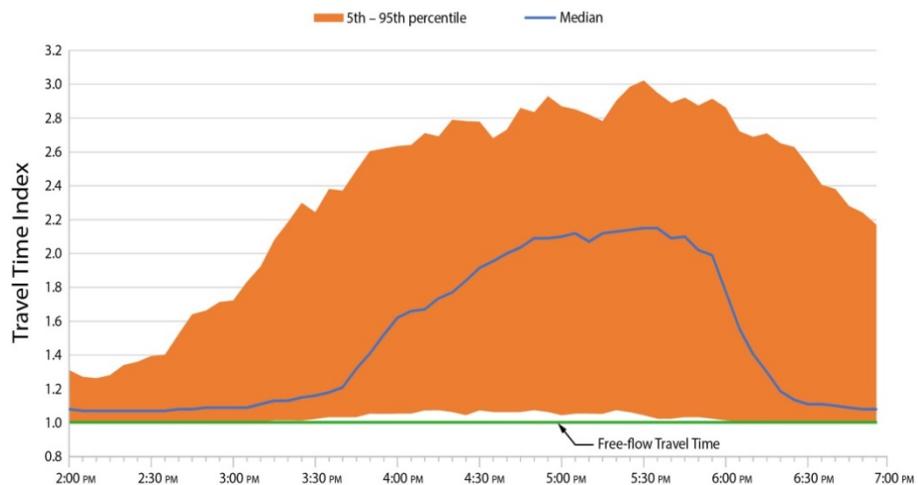
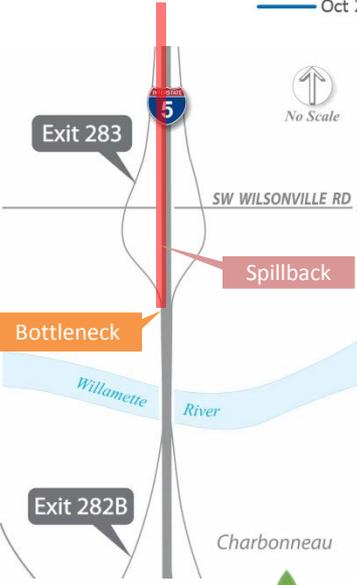
Impacts of bottleneck: Loss of mobility, poor reliability

Average Speed (mph)

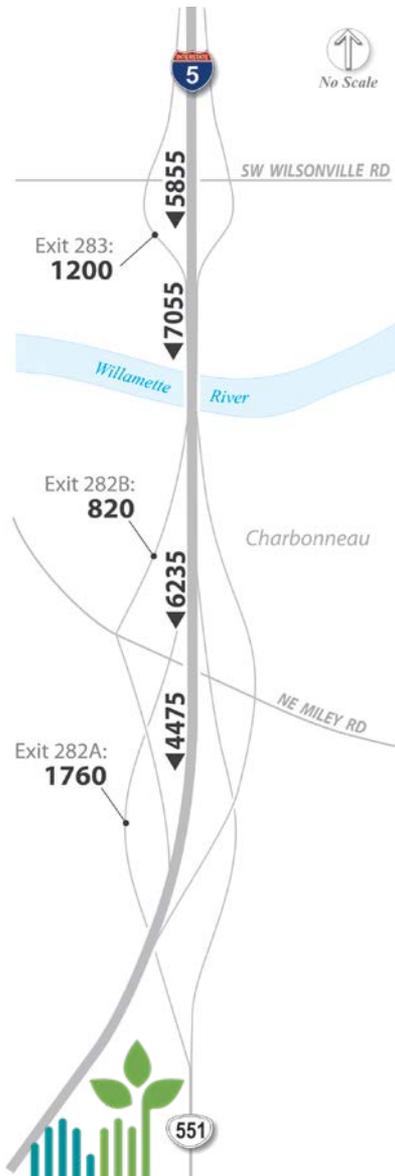


To arrive on time 95% of the time, a driver in the PM peak must plan for this segment to take 3x longer than it does at free-flow speeds

In the 1/2 mile segment of I-5 upstream of the bottleneck, average PM speeds have been dropping



Future conditions in 2040 (if we do nothing)



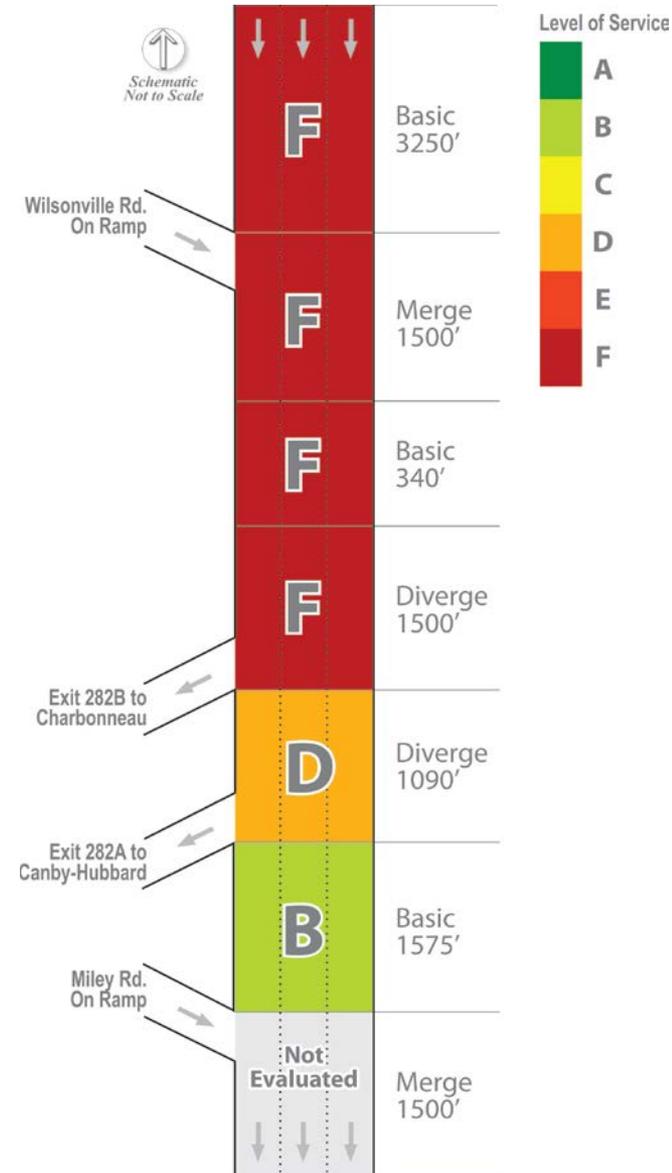
I-5 volumes increase 15% (maybe more)

I-5 fails to meet mobility targets from N of Wilsonville Rd through to Charbonneau off-ramp

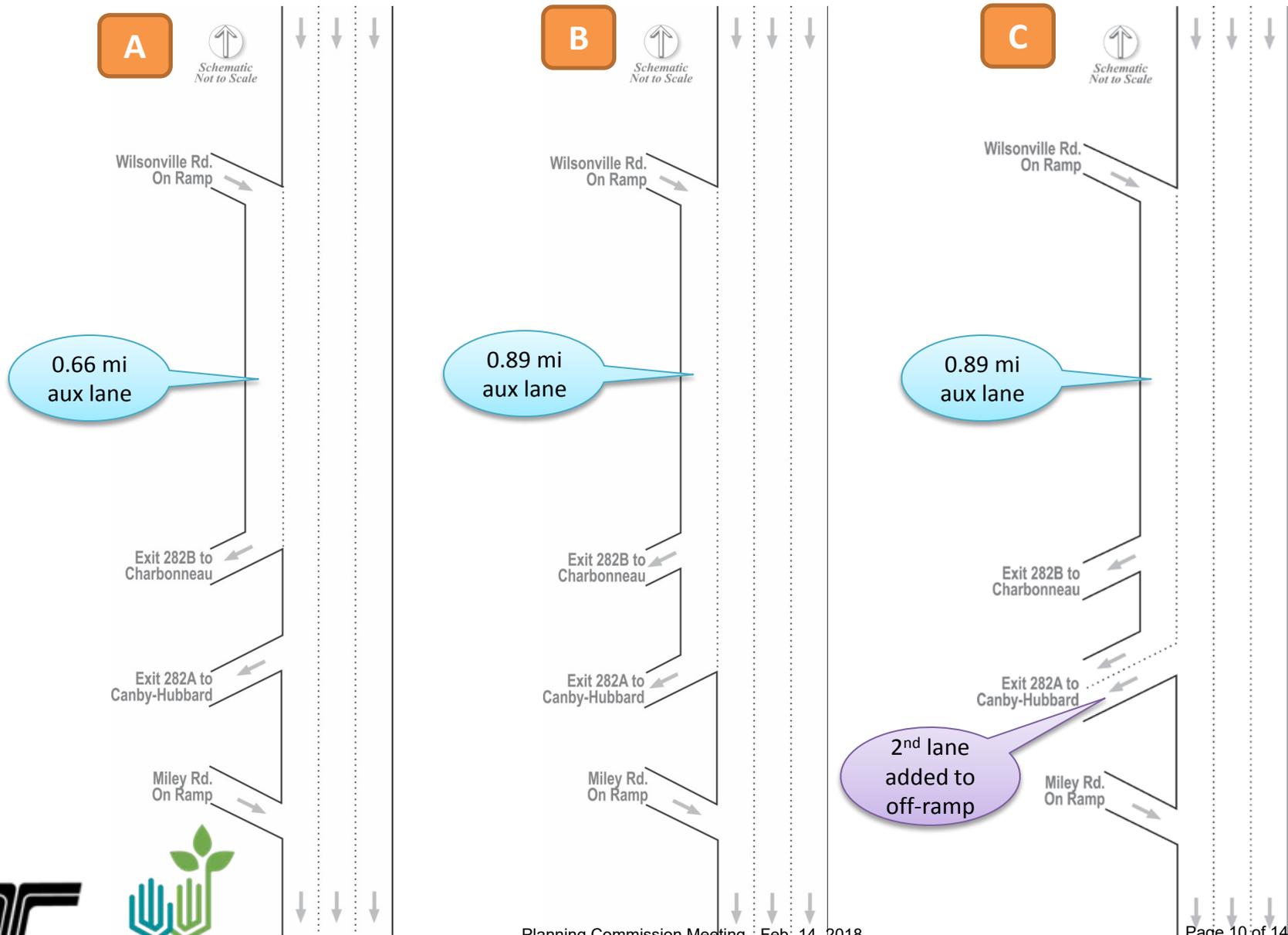
Reliability and safety expected to worsen

Peak hour demand to use Wilsonville on-ramp exceeds meter rate by 40%

- increased diversion to shoulder hours
- increased congestion on local roads



Build alternatives: SB aux lane over the Boone Bridge



Update on technical analysis

Findings so far:

- All three aux lane options improve mobility
- The longer the aux lane, the greater the benefits
- Second exit lane in Option C resolves weaving conflicts, which improves safety and traffic flow
- Project costs and potential environmental impacts come mostly from Boone Bridge improvements (which are the same for all build options)

Analysis next steps:

- Understand how Wilsonville Rd functions in the 2040 no build vs with an aux lane on I-5
- How congested is the intersection in 2040 with no improvements?
- How much do an aux lane's mobility benefits change if the Wilsonville Rd on-ramp meter rate were increased?
- Will be doing this work in February



Planning process

October - February

Technical analysis
of planning-level
benefits & impacts

January - May

Gather input &
preferences from
public &
stakeholders

April - July

Public comment
period, Wilsonville
City Council
resolution, & OTC



Public & stakeholder involvement

January – May 2018



Image source: <https://cyclotram.blogspot.com/2008/11/boone-bridge.html>

Technical advisory committee

1 in-person + 1 online open house

News releases

3 stakeholder group visits

Public hearings at Planning Commission & City Council

Presentations to Washington & Clackamas Co coordinating committees

Presentations to TPAC & OFAC

45-day public comment



Thank you and Questions?





PLANNING COMMISSION

WEDNESDAY, FEBRUARY 14, 2018

III. INFORMATIONAL

C. City Council Action Minutes (Jan. 4 and Jan. 18, 2018)

City Council Meeting Action Minutes
January 4, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Chris Neamtzu, Planning Director
Daniel Pauly, Senior Planner, Planning
Kimberly Rybold, Associate Planner
Mark Ottenad, Public/Government Affairs Director
Mike McCarty, Parks and Recreation Director
Tod Blankenship, Parks Supervisor
Zach Weigel, Civil Engineer
Miranda Bateschell, Planning Manager
Eric Mende, Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Council Concerns	Council discussed issuing a joint letter with Clackamas County to legislative leaders opposing possible legislation that would remove public-review processes to allow the Oregon Department of Aviation to ‘supersite’ an extension of the Aurora State Airport runway.
B. I-5 Exit 283 – 282 Interchange Facilities Plan Update	Staff provided an overview of the I-5 Wilsonville Facility Plan, which includes the I-5 SB mainline and SB ramps from the Wilsonville Road interchange (Exit 283) to the Canby-Hubbard interchange (Exits 282A and 282B).
C. Villebois Parks Master Plan Implementation	Staff presented on the history of planning for Villebois Regional Parks 7 and 8.
REGULAR MEETING	
<u>Communications</u>	
A. Comprehensive Annual Financial Report	Auditor Tonya Moffitt, CPA of Merina & Company, LLP updated Council on the annual audit of the City’s 2016-17 Comprehensive Annual Financial Report.
<u>Mayor’s Business</u>	
A. Appointment	Appointment of Dave Pearson, Executive Director of World of Speed, to the Tourism Promotion Committee, Position No. 1, with term ending June 30, 2019.

City Council Meeting Action Minutes
January 18, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Delora Kerber, Public Works Director
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Eric Mende, Capital Projects Engineering Manager
Kimberly Rybold, Associate Planner
Mark Ottenad, Public/Government Affairs Director
Jason LaBrie, Utilities Supervisor
Joshua Seekatz, GIS Intern
Andrew Sheehan, GIS Intern
Rob Wurpes, Chief of Police

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Street Tree Inventory	Public Works staff reported on the process and findings of the Street Tree Inventory conducted from July through December 2017.
B. Emergency Response Cooperative Assistance Agreement	Staff informed the Emergency Response Cooperative Assistance Agreement provides the City a mechanism to request supplemental personnel, equipment and other resources from other participants during an emergency.
C. Mounted Cameras to Capture Violations of Traffic Control Devices – Photo Red Light Enforcement	Staff requested Council direction on whether the City should install mounted cameras to capture violations of traffic control devices. Council directed staff to pause on the project.
D. Condemnation Resolution and Road Authority Resolution – Garden Acres Road	Staff briefed Council on Ordinance No. 811 (annexation), Resolution No. 2663 (condemnation resolution for acquisition) and Resolution No. 2666 (road authority transfer).
E. Boards and Commissions Appointments / Reappointments	Mayor Knapp shared that he is still in the process of interviewing those interested in boards and commissions. Furthermore, Council agreed to hold a shorter than normal republication for the DRB vacancy.
<u>Communications</u>	
A. NW Natural – “Our Low-Carbon Pathway”	Nina Carlson, Government & Community Affairs Consultant for NW Natural presented on the company’s efforts on conserving, offsetting, innovating to address climate change and reduce carbon.

<p>Way Of SW Clutter Street Extending From SW Grahams Ferry Road To SW Garden Acres Road, And The Right-Of-Way Of Unimproved SW Cahalin Road From SW Grahams Ferry Road To SW Garden Acres Road, Sections 2 And 3, T3s, R1W Willamette Meridian, Washington County, Oregon. Washington County, Oregon – Owner. City Of Wilsonville – Applicant.</p>	
<p><u>City Manager’s Business</u></p> <p>A. Proposed Legislation for Land-Use/Public-Process “Carve-Out” for Aurora State Airport Runway Extension Letter</p> <p>B. IGA Between Metro, Washington County, and the Cities of Tualatin and Wilsonville</p> <p>C. New Hire</p>	<p>Council made a motion to authorize the Mayor to sign and present the letter as it was amended. It was approved 4-0-1.</p> <p>Council was briefed that Metro should be signing and executing the IGA.</p> <p>The City Manager shared that the Communications & Marketing Manager has been hired and will begin January 31, 2018.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:13 p.m.</p>



PLANNING COMMISSION
WEDNESDAY, FEBRUARY 14, 2018

III. INFORMATIONAL

D. 2018 Planning Commission Work Program

2018 WORK PROGRAM Planning Commission

updated: 2/7/2018

DATE	AGENDA ITEMS		
	Informational	Work Sessions	Public Hearings
Jan. 10, 2018	Metro Area Value Pricing (Kraushaar)		Coffee Creek Industrial Form-based Code
Feb. 14, 2018	City of Wilsonville Tree Inventory Southbound I-5 Boone Bridge Auxiliary Lane Study		Water Treatment Plant Master Plan
MAR. 14	OPEN HOUSE - Southbound I-5 Boone Bridge Auxiliary Lane Study		
Mar. 14, 2018* *(LATE START AT 6:30 PM)	French Prairie Bridge	Southbound I-5 Boone Bridge Aux. Lane Study Parks and Recreation Master Plan Density Inconsistency Revisions	
April 11, 2018	Citywide signage and wayfinding project Basalt Creek Concept Plan French Prairie Bridge Annual Housing Report Town Center Plan		Parks and Recreation Master Plan Southbound I-5 Boone Bridge Auxiliary Lane Study
May 9, 2018	UGB Expansion Request	Town Center Plan	
June 13, 2018	Town Center Plan	Density Inconsistency Revisions Basalt Creek Concept Plan	
July 11, 2018	French Prairie Bridge		Basalt Creek Concept Plan
Aug. 8, 2018		Town Center Plan Density Inconsistency Revisions	
Sept. 12, 2018			Density Inconsistency Revisions
Oct. 10, 2018		Town Center Plan	
Nov. 14, 2018			Town Center Plan
Dec. 12, 2018			
Jan. 9, 2019			

2018

- 1 Basalt Creek Concept Plan
- 2 Town Center Plan
- 3 Arrowhead Creek Planning Area
- 4 French Prairie Bike/Ped Bridge
- 5 Water Treatment Plant Master Plan
- 6 Solid Waste Code Amendments
- 7 Wayfinding
- 8 I-5 Exit 283-282 Interchange Facilities Plan Report
- 9 Density Inconsistency Revisions
- 10 Parks and Recreation Master Plan
- 11 Southbound I-5 Boone Bridge Auxiliary Lane Study